Canon

MultiPASS MP370
MultiPASS MP360

User's Guide





ENG

Canon MP370/360 User's Guide.

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Exif Print

This machine supports Exif 2.2 (also called "Exif Print").
Exif Print is a standard for enhancing the communication between digital cameras and printers. By connecting to an Exif Print-compliant digital camera, the camera's image data at the time of shooting is used and optimized, yielding extremely high quality prints.

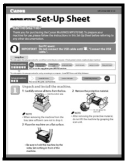
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▶How To Use The Documentation Provided

Set-Up Sheet
(Printed documentation)



Be sure to read this sheet first.
This sheet includes instructions for setting up your machine and getting it ready for use.
Follow all steps in this sheet before using your machine.

User's Guide (This guide)



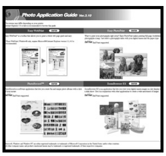
Read this guide when starting to use the machine.
After following instructions in the *Set-Up Sheet*, read this guide for instructions on printing from your computer, direct photo printing from select digital cameras and memory cards (MP370 only), copying, and scanning.

Software Guide
(Electronic documentation)



This guide is available on the Setup CD-ROM.
Refer to this guide for full instructions on printing and scanning from your computer. This guide, included as a PDF file on the Setup CD-ROM, describes details of each function, as well as the methods of use of the MP Drivers and MP Toolbox. To read this manual, see page 118.

Photo Application Guide
(Electronic documentation)



This guide is available on the Setup CD-ROM.
This guide, included as an HTML file, describes the utility software on the Setup CD-ROM, such as Easy-PhotoPrint and Easy-WebPrint, including instructions on how to scan data, various printing methods, and details of functions. Like the *Software Guide*, this guide also is included on the Setup CD-ROM. To read this manual, see page 118.

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▶Reading The Document

Symbols Used In This Guide

Please read the list below of symbols used in this guide. The following symbols are used to indicate important instructions. Be sure to obey these instructions.

⚠ WARNING	**Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.**
⚠ CAUTION	**Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.**
IMPORTANT	**Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.**
NOTE	Indicates notes for operation or additional explanations. Reading these is highly recommended.
See *Set-Up Sheet*	Refer to the *Set-Up Sheet* for more information.
See *Software Guide*	Refer to the *Software Guide* (included on the Setup CD-ROM) for more information.
(See page nn)	Indicates a page number where additional information can be found.
PC	Indicates the description applies to the machine when connected to a computer.
● (Operation branch title)	Used for an operation that can be performed in branch procedures.
1. (Operation branch text)	Used to explain each operation of a branch procedure.

Keys Used In This Guide

Please read the descriptions below of notations of keys and messages used in this guide.

[key name]	Text enclosed in these brackets indicates a key on the operation panel of the machine or an item on the computer to be manipulated. Example: [Color]
<message>	Text enclosed in these brackets indicates a message or selectable menu item which appears on the LCD (Liquid Crystal Display). Example: `<PHOTO PAPER PRO>`, `<OFF>`

Terms Used In This Guide

Please read the list below of terms and abbreviations used in this guide.

machine	General term used to represent the MP370 or MP360.
default	A setting that remains in effect unless you change it.
document	The original sheets of paper, pages of a book, or photographs you copy or scan with the machine.
paper	Paper on which you can print with the machine.
menu	A list of settings from which you select an item to set up or change. A menu has a title which appears on the LCD.
PC click, double-click	Term that indicates selecting a command or option on your computer, generally with a mouse.
PC point	Term that indicates moving a mouse pointer onto a desired item.
PC right-click	Term that indicates clicking the right button of a mouse.
/(Slash)	Used when consecutively listing OS or model names. For example, “Windows 2000/XP” indicates “Windows 2000” and “Windows XP.”

Chapter 1

Introduction

Features Of Your Machine

Thank you for purchasing the Canon MP370/360. Your machine incorporates the following functions in one simple-to-operate device:

Photo printer (MP370 only) .... Prints photo-quality images from any digital camera or memory card, without using a computer.

Copier .... Makes color or black & white copies. Also, applies advanced copy features to your copies.

PC **Printer**........... Prints photographs, vivid color and crisp black and white documents from your computer.

PC **Scanner**.......... Scans high-resolution images to your computer and processes them easily using the utility software supplied.

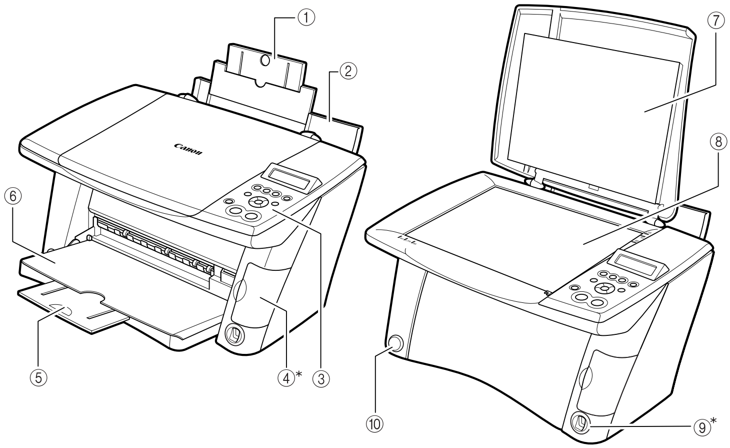
You may select to use your machine as a stand-alone device for copying and photo printing (MP370). Alternatively, connect your machine to a computer and you will have a fully integrated printer/copier/scanner/photo printer. The utility software supplied with your machine enables you to perform a variety of tasks from your computer effortlessly and efficiently.

▶ Main Components And Their Functions

This section provides the name and location of main components of this machine, and also describes their functions.

Machine

● **Exterior**



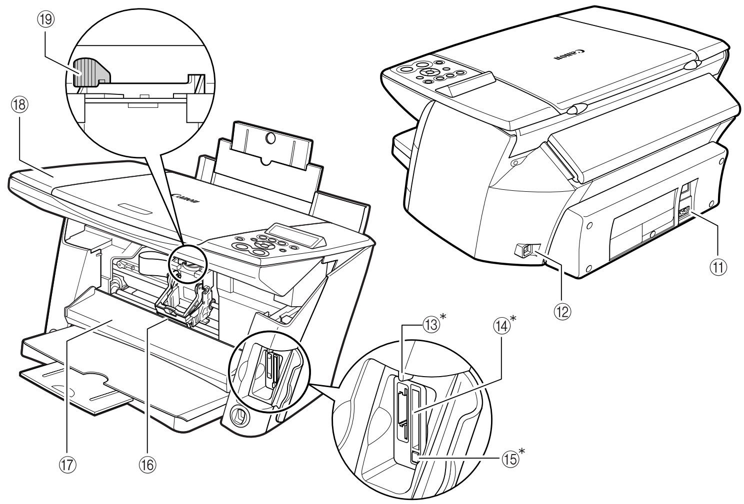
①	**Tray extension**	Supports paper loaded on the multi-purpose tray. Pull it out before loading paper.
②	**Multi-purpose tray**	Used to load paper.
③	**Operation panel**	Displays the operating status of the machine. It is also used to change or check the settings of each function. For details, see page 9.
④	**Card slot cover***	Covers the card slot. Open this cover when inserting a memory card or Compact Flash card adapter containing a memory card into the card slots.
⑤	**Tray extension**	Supports printouts. Grasping the notch, pull this out before copying or printing. When not being used, keep it closed in the paper output tray.
⑥	**Paper output tray**	Printouts are output to this tray. Open the tray before you start copying or printing, by pressing the Open button. If closed, the tray will automatically open when the machine starts to copy or print. When not being used, keep it closed in the machine.
⑦	**Document cover**	Covers the platen glass. Open this cover when loading a document on the platen glass.
⑧	**Platen glass**	Used to load a document to be processed.
⑨	**Direct print port (for digital camera)***	Used to connect a PictBridge- or Canon Bubble Jet Direct-corresponding digital camera or digital video camcorder to the machine when printing images directly from the camera. For details, see page 60.
⑩	**Open button**	Press this button to open the paper output tray accommodated in the machine.

IMPORTANT

• **The paper output tray will not open when the machine is placed on a tilted surface.**

* MP370 only

● **Rear view and interior**

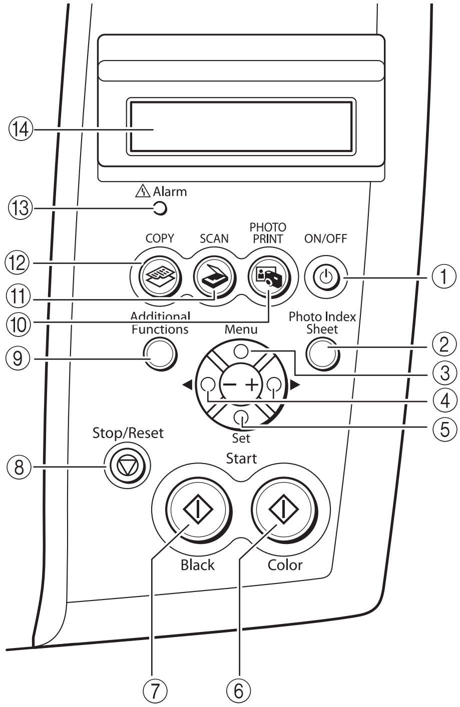


⑪ **Power connector**	Used to connect the power cord of the machine.
⑫ **USB connector (for computer)**	Used to connect a computer to the machine when printing from or scanning to the computer.
⑬ **Access lamp***	Lights when a memory card is inserted into the card slot. This lamp flashes while the machine is reading or writing data from/to the memory card. When the machine finishes reading the card, the lamp shuts off.
⑭ **Card slot***	Insert a memory card or Compact Flash card adapter containing a memory card into these slots when photo printing. The machine is equipped with two kinds of card slots.
⑮ **Memory card eject button***	Press this button to remove the Compact Flash card adapter, Microdrive memory card, or CompactFlash from the card slot.
⑯ **Print head holder**	Used to install a print head.
⑰ **Inner cover**	Open this cover when setting the paper thickness lever, replacing the ink tanks, or clearing a paper jam. **⚠ CAUTION** **• Printing with the inner cover open may result in injury.**
⑱ **Scan unit**	Lift this unit until it locks into place when the inner cover needs to be opened.
⑲ **Paper thickness lever**	Switches the distance between the print head and paper according to the paper type. Adjust the lever to the position appropriate for the paper loaded.

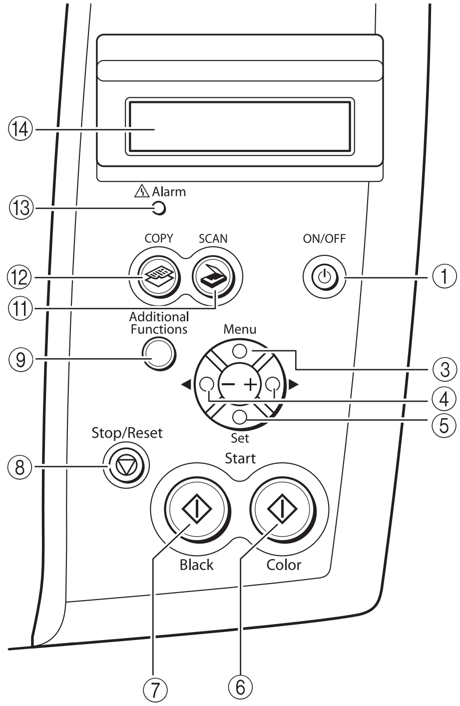
* MP370 only

Operation Panel

This section describes the keys on the operation panel, and their functions and locations.



MP370



MP360

①	**[ON/OFF] key**	Turns the machine ON and OFF. Before turning ON the machine, make sure the scan unit is closed. When turning ON and OFF, keep the key pressed for at least one second.
②	**[Photo Index Sheet] key***	Switches the machine to Photo Index Sheet mode.
③	**[Menu] key**	Accesses the settings to customize operation of your machine.
④	**[◀ (–)] and [▶ (+)] keys**	Scroll through menu selections, and increase or decrease the number of copies or the image file number.
⑤	**[Set] key**	Selects or confirms settings. Also, press this key to recover to standby mode after correcting paper jams and other errors that stop printing.
⑥	**[Color] key**	Starts color copying or scanning.
⑦	**[Black] key**	Starts black & white copying or scanning.
⑧	**[Stop/Reset] key**	Cancels operations and returns the machine to standby mode.
⑨	**[Additional Functions] key**	Switches the machine to user mode, in which you can customize the settings, including the ink level warning and maintenance settings.
⑩	**[PHOTO PRINT] key***	Switches the machine to photo print mode.

* MP370 only

⑪	**[SCAN] key**	Switches the machine to scan mode. In scan mode, the machine scans a document to your computer according to the settings selected. This key is used when the machine is connected to a computer.
⑫	**[COPY] key**	Switches the machine to copy mode.
⑬	**[Alarm] lamp**	Flashes when the machine is turned ON or OFF, when an error occurs, or when paper or ink has run out.
⑭	**LCD (Liquid Crystal Display)**	Displays messages, menu selections, and the operation status.

IMPORTANT

- **When unplugging the power cord, be sure to press [ON/OFF] first. When you press [ON/OFF], the print head is protected by the cap to prevent the ink from drying. Turn the machine OFF with [ON/OFF]. When unplugging the power cord, be sure to unplug it after turning the machine OFF with [ON/OFF].**
- **When not using the machine for a long time, to prevent degradation of the print head, print or copy in both black & white and in color, or perform print head cleaning, about once a month.**
- **Numerous nozzles are installed in the print head for high-precision printing. Just as the uncapped tip of a ballpoint pen or marker becomes dry and unusable if not used for a long period of time, the print head nozzles become blocked by dried ink. Periodically printing or cleaning the print head can prevent this blockage.**

NOTE

- The power cannot be turned OFF with [ON/OFF] when the machine is performing printing, scanning or copying operations.
- Your machine performs a print head cleaning every time you plug in the machine. This ensures optimum print quality but also consumes a small amount of ink during the cleaning process.

▶ Menu Flow

Refer to this menu flow when setting features of this machine.

NOTE

- For details on Special Copy features, see Chapter 4.
- For details on the Photo Print mode and Photo Index Sheet features, see Chapter 5.
- Default settings are shown in bold type.

COPY MP370/360

- ◆ ENLARGE/REDUCE
  - ▼ PRESET RATIO
    - 25% MIN.
    - 95% A4→LTR
    - **100%**
    - 170% 5"×7"→LTR
    - 212% 4"×6"→LTR
    - 400% MAX.
  - ▼ ZOOM
    - 25%-**100%**-400%
  - ▼ FIT-TO-PAGE
- ◆ PAPER SELECT
  - ▼ SIZE
    - **LTR**
    - 4"×6"
    - 5"×7"
    - A4
  - ▼ TYPE
    - **PLAIN**
    - GLOSSY
    - HIGH RES.
    - TRANS.
    - PHOTO PRO
    - PHOTO PLUS
    - OTHER
- ◆ DENSITY
  - -LT [scale] DK+
- ◆ IMAGE QUALITY
  - **NORMAL**
  - FINE(PHOTO)
  - FAST
- ◆ SPECIAL COPY
  - ▼ 2 on 1 *1
  - ▼ BORDERLESS COPY *2
  - ▼ IMAGE REPEAT *3
    - **AUTO**
    - MANUAL
      - VERTICAL
      - HORIZONTAL
  - ▼ MIRROR IMAGE
  - ▼ ENTIRE IMAGE

PHOTO PRINT MP370

PHOTO PRINT MODE

- ◆ INDEX
  - ▼ SELECT PAPER SIZE
    - **LTR**
    - 4"×6"
    - 5"×7"
    - A4
  - ▼ SELECT PAPER TYPE
    - **PHOTO PAPER PRO**
    - PLAIN PAPER
    - HIGH RES. PAPER
    - PHOTO PAPER PLUS
    - GLOSSY
    - OTHER PHOTO PAPER
  - ▼ PRINT DATE
    - **OFF**
    - ON
  - ▼ VIVID PHOTO
    - **OFF**
    - ON
- ◆ ALL IMAGES
  - ▼ SELECT PAPER SIZE
  - ▼ SELECT PAPER TYPE
  - ▼ BORDERLESS PRINT
    - **OFF**
    - ON
  - ▼ PRINT DATE
  - ▼ VIVID PHOTO
- ◆ SINGLE IMAGE
  - ▼ FILE NO:
  - ▼ NUMBER OF PRINTS
  - ▼ SELECT PAPER SIZE
  - ▼ SELECT PAPER TYPE
  - ▼ BORDERLESS PRINT
  - ▼ PRINT DATE
  - ▼ VIVID PHOTO

*1 You can use this feature only when the paper size is set to <LTR> or <A4>.

*2 You can use this feature only when the paper size is set to <LTR>, <4"×6">, <5"×7">, or <A4>.

*3 When selecting <MANUAL> for <IMAGE REPEAT>, you can select 1-4 times for <HORIZONTAL> and <VERTICAL>.

- SELECT RANGE [*1]
  - IMAGE NUMBER
    - FIRST IMAGE:
    - LAST IMAGE:
  - DATE
    - DATE: From
    - DATE: To
  - SELECT PAPER SIZE
  - SELECT PAPER TYPE
  - BORDERLESS PRINT
  - PRINT DATE
  - VIVID PHOTO
- DPOF
  - SELECT PAPER SIZE
  - SELECT PAPER TYPE
  - BORDERLESS PRINT
  - VIVID PHOTO

Photo Index Sheet MP370

- PRINT/SCAN
  - Scan: SCAN
    - Scans a Photo Index Sheet to print the selected photographs according to the circles you fill.
  - Print:
    - ALL PAGES [*2]
    - LAST IMAGE [*2]
      - **LAST 30 IMAGES**
      - LAST 60 IMAGES
      - LAST 90 IMAGES
      - LAST 120 IMAGES
      - MOST RECENT DATE
    - SELECT RANGE [*2]
      - DATE: From
      - DATE: To

NOTE

- For details on Additional Functions, see Chapter 12.

Additional Functions MP370/360

- USER DATA
  - INK VOLUME
    - LOW INK WARNING
      - **ON**
      - OFF
    - INK COUNT RESET
      - BLACK INK CHANGED?
      - COLOR INK CHANGED?
  - MAINTENANCE
    - NOZZLE CHECK
    - CLEANING
    - HEAD REFRESHING
    - ALIGN PRINT HEAD
    - ROLLER CLEANING
    - CALIBRATION
  - QUIET PRINTING
    - **OFF**
    - ON
  - EXTENSION AMOUNT
    - **SMALL**
    - LARGE
  - CARD PROTECT (MP370)
    - **ON**
    - OFF
  - DISPLAY LANGUAGE
    - **ENGLISH**
    - FRENCH
    - SPANISH
    - PORTUGUESE
  - POWER SAVE TIMER
    - **1 HOUR**
    - 4 HOURS
    - 8 HOURS

*1 For <SELECT RANGE>, you can specify the range by <IMAGE NUMBER> or <DATE>.

*2 For Photo Index Sheet, you can select <ALL PAGES>, <LAST IMAGE>, or <SELECT RANGE> only when 31 or more images are stored on the memory card.

Chapter 2

Document Handling

▶ Document Requirements

The documents you load on the platen glass for copying or scanning must meet these requirements:

Document type	• All types of paper documents • Photographs • Books
Size (W × L)	Max. 8 1/2 in. × 11 3/4 in. (216 mm × 297 mm)
Quantity	• 1 sheet • PC 10 documents for Multi-Scan
Thickness	Max. 3/4 in. (20 mm)

NOTE

- PC Multi-Scan is a function for scanning multiple documents (small-size documents) at a time. For more information, see *Software Guide,* located on your Setup CD-ROM.

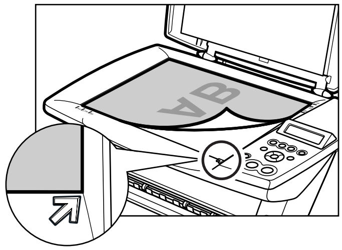
▶ Loading Documents

To copy or scan a document, set it on the platen glass.

NOTE
• Make sure any glue, ink, or correction fluid on the document is completely dry before loading.
• Make sure no staples or clips are attached to the document before loading.

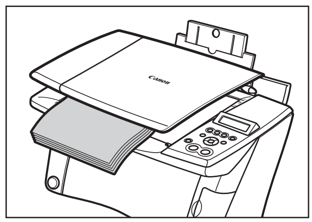
1 **Lift the document cover.**

2 **Load your document on the platen glass.**
• Place your document face down on the platen glass.
• Align the upper left corner of your document with the alignment mark on the lower right corner of the platen glass.



NOTE
• The machine cannot scan the area within approximately 1/8 in. (3 mm) of the front and right edges of the platen glass.

3 **Gently close the document cover.**



NOTE
• Thick documents (Max. 3/4 in./20 mm), such as books, can also be copied or scanned.

Chapter 3

Paper Handling

▶ Recommended Paper And Requirements

The following paper is recommended for use with your machine. Please be sure to follow the guidelines and meet the requirements when loading paper in the multi-purpose tray.

Paper Type	Load Limit	PC Printer Driver Setting for [Paper Type]
Plain paper	Approx. 100 sheets (20 lb. or 75 g/m^2)	[Plain Paper]
Envelopes	Approx. 10 envelopes	[Envelope]

Canon Specialty Media

Canon recommends that you use genuine Canon paper to insure optimal print quality.

Paper Type	Load Limit	PC Printer Driver Setting for [Paper Type]
High Resolution Paper	Approx. 80 sheets	[High Resolution Paper]
Glossy Photo Paper	10 sheets*1 (Letter/A4) 20 sheets (4" × 6")	[Glossy Photo Paper]
Matte Photo Paper	10 sheets	[Matte Photo Paper]
Photo Paper Plus Glossy	10 sheets*1 (Letter/A4/5" × 7") 20 sheets (4" × 6")	[Photo Paper Plus Glossy]
Photo Paper Pro	10 sheets*1 (Letter/A4) 20 sheets (4" × 6")	[Photo Paper Pro]
Transparencies	30 sheets	[Transparency]
T-Shirt Transfers	1 sheet	[T-shirt Transfer]

*1 If the paper does not feed properly, fan the sheets prior to loading them (up to 10) in the multi-purpose tray. Fanning the sheets will prevent them from sticking together.

NOTE

- For envelopes and T-shirt Transfer, set the paper thickness lever position to the right. For the other paper types, set it to the left.

Selecting The Correct Paper

This section describes the characteristics and intended use of each paper applicable to this machine. Refer to this section and select the paper most suitable for your purpose of printing.

Paper Type	Size	Purpose	Guidelines And Restrictions
Plain paper	Letter (8 1/2 in. × 11 in./ 215.9 mm × 279.4 mm) Legal (8 1/2 in. × 14 in./ 215.9 mm × 355.6 mm) A4 (8 1/4 in. × 11 3/4 in./210 mm × 297 mm)	Printing from your computer/ photo printing/ copying	• 17 lb.–28 lb. (64 g/m^2–105 g/m^2) • The machine supports the paper sizes shown on the left in portrait orientation. • You can use regular copier paper, cotton bond paper, or typical letterhead. • Your machine does not require special ink jet paper. • Legal-size paper can only be used when printing from your computer.
Envelopes	US Commercial No. 10 (9 1/2 in. × 4 1/8 in./ 241 mm × 105 mm) European DL (8 5/8 in. × 4 3/8 in./ 220 mm × 110 mm)	Printing from your computer	• You may be able to load other envelopes, but Canon cannot guarantee consistent performance. • Do not use the following types of envelopes since they may cause problems: - Envelopes with windows, holes, perforations, cutouts, double flaps, pressure seals, and peel-off sealing strips. - Envelopes made with embossed or treated surfaces. - Sealed envelopes. - Envelopes with letters enclosed. • Remove each envelope from the paper output tray as soon as it is printed.

Canon Specialty Media

Canon recommends that you use genuine Canon paper to insure optimal print quality.

Paper Type	Size	Purpose	Guidelines And Restrictions
High Resolution Paper	Letter (8 1/2 in. × 11 in./ 215.9 mm × 279.4 mm) A4 (8 1/4 in. × 11 3/4 in./ 210 mm × 297 mm)	Printing from your computer/ /photo printing/ copying	• This type of paper provides better color reproduction than plain paper. • It is suitable for printing business documents that feature graphics and for photographs. • Load the paper with the whiter side facing up. • Remove the sheets from the paper output tray before the count reaches 50. • If the paper curls, remove each sheet as it is delivered in the paper output tray.

Paper Type	Size	Purpose	Guidelines And Restrictions
Glossy Photo Paper	Letter (8 1/2 in. × 11 in./ 215.9 mm × 279.4 mm) A4 (8 1/4 in. × 11 3/4 in./ 210 mm × 297 mm) 4" × 6" (4 in. × 6 in./ 101.6 mm × 152.4 mm)	Printing from your computer/ photo printing /copying	• This paper is thicker than High Resolution Paper and has a glossy surface to produce printouts close to photograph quality. • This paper is suitable for borderless printing. • Do not touch the printing surface until the ink has dried. • Load the paper with the whiter side facing up. • Remove the sheets from the paper output tray before the count reaches 10. • Do not use the loading support sheet included with this paper. • If the ink takes a long time to dry, remove each sheet as soon as it is printed.
Matte Photo Paper	Letter (8 1/2 in. × 11 in./ 215.9 mm × 279.4 mm) A4 (8 1/4 in. × 11 3/4 in./ 210 mm × 297 mm)	Printing from your computer	• This is paper that is thick to suppress gloss. • This is matte water-resistant paper and provides superior color reproduction. • It is suitable for a variety of printing purposes such as paper crafts, calendars and matte photographs. • By using borderless printing, you can print without any white borders. • Load the paper with the whiter side facing up. • Do not touch the printing surface until the ink has dried. • Remove each sheet as soon as it is printed.
Photo Paper Plus Glossy	Letter (8 1/2 in. × 11 in./ 215.9 mm × 279.4 mm) A4 (8 1/4 in. × 11 3/4 in./ 210 mm × 297 mm) 4" × 6"*1 (4 in. × 6 in./ 101.6 mm × 152.4 mm) 5" × 7" (5 in. × 7 in./ 127 mm × 177.8 mm)	Printing from your computer/ photo printing	• This is a thick paper with a glossy water-resistant coating and provides superior color reproduction. • It is ideal for printing high-quality photographs. • By using borderless printing, you can print without any white borders. • Load the paper with the glossy side facing up. • Remove each sheet from the paper output tray as soon as it is printed.

*1 For borderless printing

Paper Type	Size	Purpose	Guidelines And Restrictions
Photo Paper Pro	Letter (8 1/2 in. × 11 in./ 215.9 mm × 279.4 mm) A4 (8 1/4 in. × 11 3/4 in./ 210 mm × 297 mm) 4" × 6"*[1] (4 in. × 6 in./ 101.6 mm × 152.4 mm)	Printing from your computer/ photo printing/ copying	• This is a thick paper with a glossy finish that provides superior color reproduction and good lightfastness. • It is ideal for printing high-quality photographs. • By using borderless printing, you can print without any white borders. • For 4" × 6" cards, by printing the image beyond the perforations, you can then trim the borders to produce a photograph without any white borders. • Do not trim the borders before printing. • Load the paper with the glossy side facing up. • For 4" × 6" cards, remove the cards from the paper output tray before the count reaches 20. • For other than 4" × 6" cards, remove the paper from the paper output tray before the count reaches 10.

*[1] For borderless printing

Photo Paper Pro guidelines

- Do not touch the print surface until the ink is dry (approx. 30 minutes). Colors in dark images may appear indistinct at first, but will become clearer after approx. 30 minutes.
- Images may smudge if you place them in an album before the ink is completely dry. It is recommended that you allow the ink to dry for 24 hours.
- Do not attempt to dry the ink with a hair dryer or by exposing printouts to direct sunlight.
- Do not store or display printouts in hot, damp, or humid conditions. Never expose them to heat or direct sunlight.
- Store printouts in photo albums, photo frames, or presentation binders to protect them from direct exposure to air or sunlight.
- Do not mount printouts in an adhesive-type album as you may not be able to remove them.
- Be aware that some types of clear plastic folders and albums may cause the edges of the paper to turn yellow.

Paper Type	Size	Purpose	Guidelines And Restrictions
Transparen-cies	Letter (8 1/2 in. × 11 in./ 215.9 mm × 279.4 mm) A4 (8 1/4 in. × 11 3/4 in./ 210 mm × 297 mm)	Printing from your computer/ copying	• This film is ideal for printing presentation material for use with overhead projectors. • Load one sheet of plain paper as the last sheet in the stack. • Although you can print on either side of the transparencies, best results can be obtained by printing on the side toward which it curls when held by the edge. • Remove each sheet from the paper output tray as soon as it is printed. • Do not touch the printed surface or stack the transparencies until the ink has dried. • If you are storing the transparencies for a long period of time, cover the printed sides with plain paper before storing.
T-Shirt Transfers		Printing from your computer/ copying	• This paper is used to produce iron-on transfers. • Use mirror printing to print or copy the image onto the T-shirt transfer. • Load the paper with the side that does not have green lines facing up. • If the T-shirt transfer is curled, flatten it by curling it in the opposite direction. • The T-shirt transfer should be used as soon as it is printed. • Refer to the manuals supplied with the T-shirt transfer for details on how to use this paper. • When copying, set the paper type to <HIGH RES.>, and the image quality to <FINE (PHOTO)>.

General Paper Guidelines

Paper Types You Cannot Use

- Do not use:
  - –Folded, creased, curled, or wrinkled paper
  - –Envelopes with double flaps, or with pressure seals
  - –Moist paper
  - –Paper with holes (e.g. punched holes)
  - –Very thin paper (less than 17 lb. or 64 g/m^2)
  - –Very thick paper (more than 28 lb. or 105 g/m^2) *Other than Canon genuine paper.
  - –Postcards with photographs or stickers adhered to them
  - –Envelopes made with embossed or treated surfaces

Handling Paper

- Hold the paper as closely as possible to its edges and try not to touch the print surface. Print quality will deteriorate if the print surface is damaged or becomes dirty.
- Do not touch the print surface until the ink has dried.
- Some paper may curl and the print surface may smudge if you have used a large amount of ink for printing. If this occurs, move the paper thickness lever to the right (see page 21). Paper that tends to curl is not recommended for printing photographs or graphics. Use it for printing mainly text.
- If the paper is curled, uncurl it before printing.
- Place the paper back into its packet when not using it, and store out of direct sunlight in a place where the temperature and humidity are low.

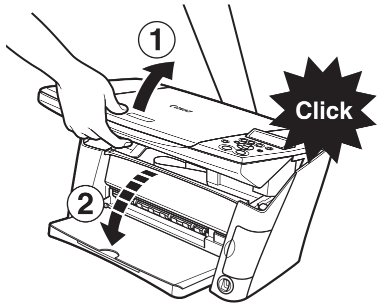
▶ Setting The Paper Thickness Lever

The paper thickness lever adjusts the gap between the print head and the paper to accommodate the thickness of various paper types. Before printing, be sure to set the paper thickness lever.

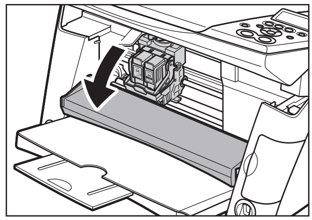
Follow this procedure:

1 Lift the scan unit until it locks into place ①.

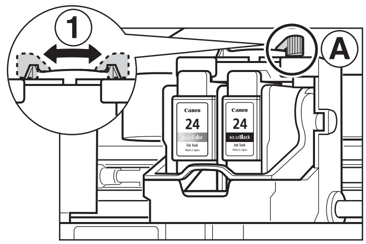
- When the machine is ON, the paper output tray automatically opens when the scan unit is lifted ②. If the paper output tray does not open, press the Open button to open the paper output tray.
- **The print head holder moves to the middle.**



2 Open the inner cover.



3 Move the paper thickness lever Ⓐ to the right or left according to the paper type ①.



NOTE

- For envelopes and T-shirt Transfer, set the paper thickness lever position to the right. For the other paper types, set it to the left.

4 Close the inner cover.

CAUTION

- **Press the center of the inner cover until the cover locks into place.**
- **Printing with the inner cover open may result in injury.**

5 Return the scan unit to its original position.

- **The LCD displays the following message.**

```
INK TANK CHANGED?
 - YES         NO +
```

6 Press [▶].

NOTE

- When not replacing an ink tank, be sure to press [▶], and no other key.

▶ Setting The Paper Size And Type

For copying or photo printing (MP370), on the operation panel, you need to set the size and type of paper loaded in the multi-purpose tray.

NOTE

- For copying, specify the paper size as described in Chapter 4.
- For photo printing, specify the paper size as described in Chapter 5.
- PC For documents printed from your computer, you can specify the paper size and type on your computer. (See *Software Guide*, located on your Setup CD-ROM)

▶ Loading Paper

Loading Paper Other Than Envelopes

Follow this procedure:

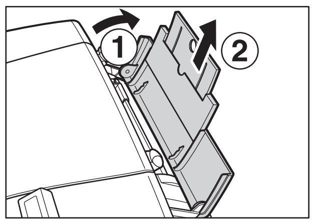
1 Set the paper thickness lever to the right or left according to the paper type.

NOTE

- For the appropriate paper thickness lever position for each paper type, see page 15.
- For details on setting the paper thickness lever, see page 21.

2 Open the multi-purpose tray ①, then pull out the tray extension ②.

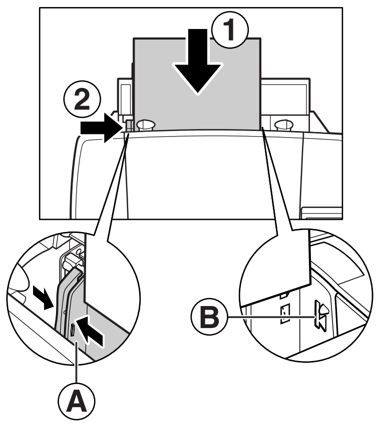
- The tray extension can be extended in two parts.



3 Place a stack of paper (print side up) in the multi-purpose tray ①, and pinch the paper guide Ⓐ and adjust it to the left side of the stack ②.

IMPORTANT

- **Make sure the stack does not exceed the paper limit mark Ⓑ.**



Loading Envelopes

Follow this procedure:

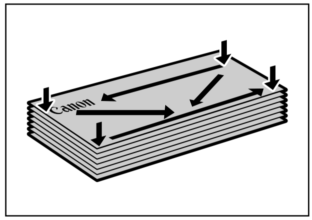
1 **Set the paper thickness lever to the right.**

NOTE

• For details on setting the paper thickness lever, see page 21.

2 **Open the multi-purpose tray, then pull out the tray extension.**

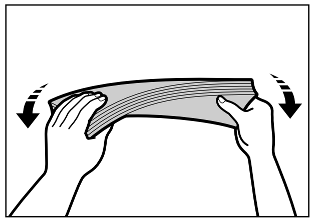
3 **Prepare the envelopes for loading.**



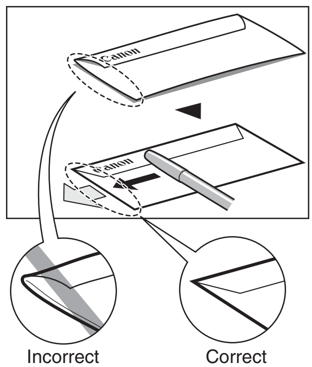
IMPORTANT

• **Press down firmly on the edges of the envelopes to make the folds crisp. Also, press firmly on the area that corresponds to the edges of the back flap.**

• **Remove any curling by holding the edges diagonally and bending them gently.**



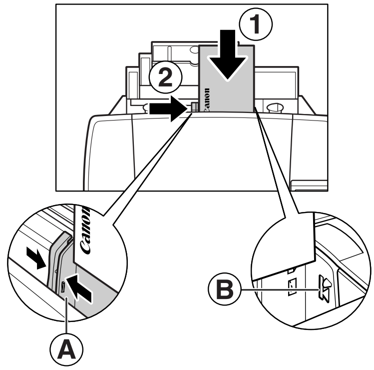
• **If the edges of the envelope are inflated or are curling, place the envelope on a flat surface (such as a desk).**
• **With a pen, press down while moving it from the center toward the edges of the envelope.**
• **Ensure that no curl or puff exceeds 1/8 in. (3 mm).**



Cross-sections of the envelope edge

4 Place the stack of envelopes (print side up) in the multi-purpose tray ①, and pinch the paper guide Ⓐ and adjust it to the left side of the stack ②.

- Load the envelopes in the multi-purpose tray with the short side down.



IMPORTANT

- **Make sure the stack does not exceed the paper limit mark Ⓑ.**

Chapter
4
Copying

▶ Documents You Can Copy

For information on the types of documents you can copy, their requirements, and details on loading them, see Chapter 2.

▶ Setting The Paper Size And Type

For copying, on the operation panel, you need to set the size and type of paper loaded in the multi-purpose tray.

NOTE
- For details on paper, see page 15.
- The asterisk <*> on the LCD indicates the current setting.

Follow this procedure:

1 Press [COPY].

2 Press [Menu] twice until <2.PAPER SELECT> appears.

```
2.PAPER SELECT
```

3 Press [Set].

Ex:
```
SIZE : <    *LTR     >
TYPE :     *PLAIN
```

4 Use [◀] or [▶] to select the paper size.

–<LTR>: Letter size
–<4"×6">: Card size
–<5"×7">: Card size
–<A4>: A4 size

5 Press [Set].

Ex:
```
SIZE :      *LTR
TYPE : <   *PLAIN    >
```

6 Use [◀] or [▶] to select the paper type.

- <PLAIN>: Suitable for plain paper.
- <GLOSSY>: Suitable for glossy photo paper and high gloss photo film.
- <HIGH RES.>: Suitable for high resolution paper.
- <TRANS.>: Suitable for transparencies.
- <PHOTO PRO>: Suitable for photo paper pro.
- <PHOTO PLUS>: Suitable for photo paper plus glossy.
- <OTHER>: Suitable when using photo paper other than that described above (such as matte photo paper), or if you do not know the paper type.

NOTE

- In order to obtain optimal quality print results, when copying photographs, use Canon-recommended Photo Paper Pro or Photo Paper Plus.

7 Press [Set].

▶ Making Copies

When making color or black & white copies, you can adjust the print resolution and density. You can also change reduction or enlargement settings.

IMPORTANT

- **After turning the machine ON, or after recovering from Power Save mode (see page 88), the image may not be correctly read by the machine. Wait at least one minute before copying.**

Follow this procedure:

1 Load the document on the platen glass.

NOTE

- For details on how to load documents, see page 14.

2 Press [COPY].

3 Use [◀] or [▶] to select the number of copies (max. 99 copies).

Ex:
```
100%  LTR  NORMAL   03
      PLAIN
```

NOTE

- For the number of sheets of paper you can load at a time in the multi-purpose tray, see page 15.

4 Adjust the settings for your document as necessary.

NOTE

- To select the paper size and type, see page 25.
- To select the image quality, see page 27.
- To select the scanning exposure, see page 28.
- To select the copy ratio, see page 28.

5 Press [Color] for color copying, or [Black] for black & white copying.

• The machine starts copying.

NOTE

• To cancel copying, press [Stop/Reset].

▶ Adjusting Image Quality (Resolution)

You can adjust the image quality according to the document to be copied.

Follow this procedure:

1 Press [Menu] four times until <4.IMAGE QUALITY> appears.

```
4.IMAGE QUALITY
◄     *NORMAL     ►
```

2 Use [◀] or [▶] to select the image quality.

–<NORMAL>:	Suitable for text-only documents.
–<FINE(PHOTO)>:	Suitable for photographs.
–<FAST>:	Suitable for high speed copying at a lower resolution.

NOTE

• <NORMAL> cannot be selected when <GLOSSY>, <HIGH RES.>, <PHOTO PRO>, <PHOTO PLUS>, or <OTHER> is selected as the paper type. (See page 25)

• <FAST> is only available when <PLAIN> is selected as the paper type. (See page 25)

3 Press [Set].

NOTE

• When using <FAST>, if the quality is different from that expected, select <NORMAL> or <FINE(PHOTO)> and try copying again.

• To cancel, press [Stop/Reset].

▶ Adjusting Exposure (Density)

Exposure (density) is the degree of difference between light and dark. Increasing the exposure setting further blackens dark areas and whitens bright areas. Whereas decreasing the exposure setting reduces the difference between bright and dark areas. You can adjust the exposure between nine gradations.

Follow this procedure:

1 Press [Menu] three times until <3.DENSITY> appears.

```
3.DENSITY
 -LT ◖▯▯▯▯▯▮▯▯▯▯▯◗ DK+
```

2 Use [◀] or [▶] to select the exposure.

• Pressing [◀] decreases the density, and pressing [▶] increases the density.

3 Press [Set].

NOTE

• To cancel, press [Stop/Reset].

▶ Reducing Or Enlarging A Copy

You can reduce or enlarge copies using three different methods:

1 **Preset copy ratios** You can select one of the preset ratios to reduce or enlarge copies.
2 **Custom copy ratios** You can specify the copy ratio in percentage to reduce or enlarge copies.
3 **Automatic ratios** The machine automatically reduces or enlarges the image to fit the paper size.

The following sections describe how to use these methods.

Using Preset Copy Ratios

Preset copy ratios are convenient when changing between standard paper sizes, for example, reducing A4 to letter size, or enlarging 4" × 6" to letter size.

Follow this procedure:

1 Press [Menu] once until <1.ENLARGE/REDUCE> appears.

```
1.ENLARGE/REDUCE
◀   PRESET RATIO   ▶
```

2 Use [◀] or [▶] to select <PRESET RATIO>.

```
1.ENLARGE/REDUCE
◀   PRESET RATIO   ▶
```

3 Press [Set].

Ex:
```
PRESET RATIO
 -       100%      +
```

4 Use [◀] or [▶] to select the copy ratio.

–<25% MIN.>:	Reduces the document to the 25% when copying.
–<95% A4→LTR>:	Reduces an A4-size document to letter size when copying.
–<100%>:	Does not change the document size when copying.
–<170% 5"×7"→LTR>:	Enlarges a 5" × 7" document to letter size when copying.
–<212% 4"×6"→LTR>:	Enlarges a 4" × 6" document to letter size when copying.
–<400% MAX.>:	Enlarges the document to the 400% when copying.

5 Press [Set].

Using Custom Copy Ratios

In addition to making reduction and enlargement decisions using preset copy ratios, you can make reduction and enlargement decisions in custom 1% increments.

Follow this procedure:

1 Press [Menu] once until <1.ENLARGE/REDUCE> appears.

```
1.ENLARGE/REDUCE
◀   PRESET RATIO   ▶
```

2 Use [◀] or [▶] to select <ZOOM>.

```
1.ENLARGE/REDUCE
◀       ZOOM       ▶
```

3 Press [Set].

Ex:
```
ZOOM 25-400%
 -      100%       +
```

4 Use [◀] or [▶] to select a copy ratio between 25% and 400%.

- Pressing [◀] decreases the copy ratio, and pressing [▶] increases the ratio.
- Press and hold down the [◀] or [▶] to quickly advance through the ratios.

5 Press [Set].

Copying An Image To Fit The Page

If the document to be copied is larger or smaller than the specified paper size, you can automatically reduce or enlarge the image to fit the size of the paper you are printing on.

✐ **NOTE**
• Some document sizes may not be correctly detected.

Follow this procedure:

1 Press [Menu] once until <1.ENLARGE/REDUCE> appears.

```
1.ENLARGE/REDUCE
◄   PRESET RATIO   ►
```

2 Use [◄] or [►] to select <FIT-TO-PAGE>.

```
1.ENLARGE/REDUCE
◄     FIT-TO-PAGE  ►
```

3 Press [Set].

▶ Advanced Copy Features

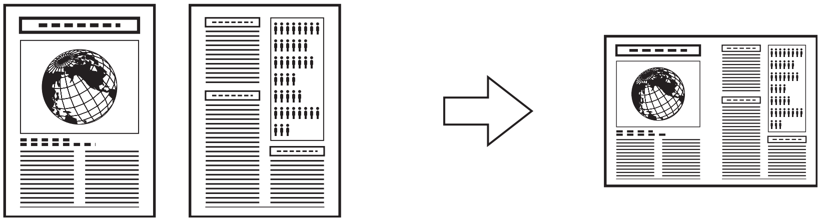
The following advanced copy features are available:

2 on 1 copying	Reduces two document pages to fit onto one page.
Borderless copying	Copies color images so that they fill the entire page without borders.
Repeating an image on a page	Copies an image multiple times onto a single page.
Creating a mirror image	Makes a mirror copy of a document, for example, when copying onto T-shirt transfers.
Shrinking an image to fit the page	Automatically reduces the image to fit the paper size.

The following sections describe how to use these features.

Copying Two Pages To Fit Onto A Single Page

This feature enables you to copy two documents onto a single sheet of paper, by reducing and rotating each image 90 degrees.



NOTE

- If <MEMORY FULL> appears on the LCD when copying, set the image quality to <NORMAL> and try copying again. (See page 27)
- You can use this feature only when the paper size is set to <LTR> or <A4>. (See page 25)

Follow this procedure:

1 Load the first document on the platen glass.

2 Press [COPY].

3 Use [◀] or [▶] to select the number of copies (max. 99 copies).

NOTE

- For the number of sheets of paper you can load at a time in the multi-purpose tray, see page 15.

4 Adjust the settings for your document as necessary.

NOTE

- To select the paper size and type, see page 25.
- To select the image quality, see page 27.
- To select the scanning exposure, see page 28.
- You cannot select the copy ratio.

5 Press [Menu] repeatedly until <5.SPECIAL COPY> appears.

```
5.SPECIAL COPY
◀       2 on 1      ▶
```

6 Press [Set].

Ex:

```
 62%  LTR  NORMAL  01
2 on 1
```

- If a paper size setting other than <LTR> or <A4> is selected, the LCD displays the following message.

Ex:
```
SIZE : <    *LTR    >
TYPE :     *PLAIN
```

- Use [◀] or [▶] to select either <LTR> or <A4>, then press [Set].
- Use [◀] or [▶] to select the paper type, then press [Set].

7 Press [Color] for color copying, or [Black] for black & white copying.

```
SCANNING            01
```

8 Load the second document on the platen glass.

```
NEXT PAGE    :START
END SCANNING:SET
```

- If you have only one document to scan, press [Set].

9 Press [Color] for color copying, or [Black] for black & white copying.

- Press the same key you pressed in step 7.

IMPORTANT

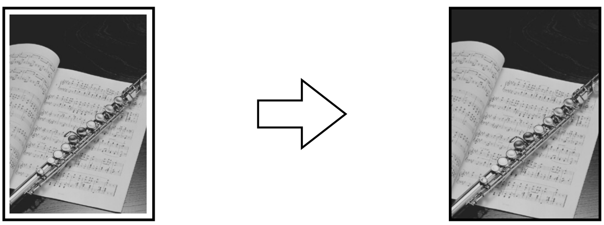
- **If you do not press the same key you pressed in step 7, the machine does not start copying.**

NOTE

- To cancel copying, press [Stop/Reset].
- To continue to copy two pages on a single page, repeat steps 7 to 9.

Borderless Copying

This feature enables you to copy color images so that they fill the entire page without borders.



NOTE

- You can use this feature only when the paper type is set to <GLOSSY>, <HIGH RES.>, <PHOTO PRO>, <PHOTO PLUS>, or <OTHER>. For details on setting the paper type, see page 25.
- You can only copy in color with this feature.
- The copied image may need to be enlarged to fit onto the selected paper size when making borderless copies. Some cropping may occur.
- When borderless copying is selected, the LCD will display the setting with the symbol "+," such as <95%+>, <100%+>, etc.

Follow this procedure:

1 **Load the document on the platen glass.**

2 **Press [COPY].**

3 **Use [◀] or [▶] to select the number of copies (max. 99 copies).**

NOTE
- For the number of sheets of paper you can load at a time in the multi-purpose tray, see page 15.

4 **Adjust the settings for your document as necessary.**

NOTE
- To select the paper size and type, see page 25.
- The scanning resolution is fixed to <FINE(PHOTO)>. You cannot change this setting.
- To select the scanning exposure, see page 28.
- To select the copy ratio, see page 28.

5 **Press [Menu] repeatedly until <5.SPECIAL COPY> appears.**

```
5.SPECIAL COPY
◀       2 on 1      ▶
```

6 **Use [◀] or [▶] to select <BORDERLESS COPY>.**

```
5.SPECIAL COPY
◀  BORDERLESS COPY ▶
```

7 **Press [Set].**

```
100%+ LTR  FINE    01
BORDERLESS COPY
```

- If a paper type setting is selected that cannot be used in borderless copying, the LCD displays the following message.

Ex:

```
SIZE : <    *LTR    >
TYPE :   *PHOTO PRO
```

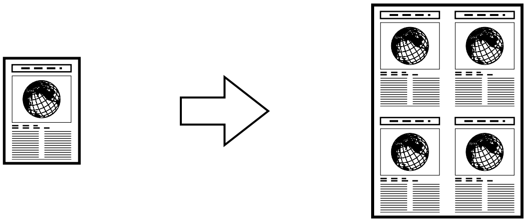
- Press [Set] to confirm the paper size.
- Use [◀] or [▶] to select <GLOSSY>, <HIGH RES.>, <PHOTO PRO>, <PHOTO PLUS>, or <OTHER> as the paper type, then press [Set].

8 **Press [Color].**

NOTE
- Pressing [Black] does not start copying.
- You can select the amount of image that extends off the paper. (See page 42)

Repeating An Image On A Page

This feature enables you to copy an image multiple times onto a single page. You can set the machine to automatically select the number of times it repeats the image, or you can specify the number.



IMPORTANT

- **When manually setting the number of times to copy the image, you must set the paper size before copying. (See page 25)**
- **When manually setting the number of times to copy the image, your original image must be no larger than one of the divisions. For example, if you want to make four repeats of your image, the document must be no larger than one quarter of the paper size you are copying on to.**

Follow this procedure:

1 Load the document on the platen glass.

2 Press [COPY].

3 Use [◀] or [▶] to select the number of copies (max. 99 copies).

NOTE

- For the number of sheets of paper you can load at a time in the multi-purpose tray, see page 15.

4 Adjust the settings for your document as necessary.

NOTE

- To select the paper size and type, see page 25.
- To select the image quality, see page 27.
- To select the scanning exposure, see page 28.
- To select the copy ratio, see page 28.
- You cannot select <FIT-TO-PAGE> as the copy ratio.

5 Press [Menu] repeatedly until <5.SPECIAL COPY> appears.

```
5.SPECIAL COPY
◀        2 on 1        ▶
```

6 Use [◀] or [▶] to select <IMAGE REPEAT>.

```
5.SPECIAL COPY
◀    IMAGE REPEAT      ▶
```

7 Press [Set].

```
IMAGE REPEAT
◀          AUTO        ▶
```

8 Use [◀] or [▶] to select <AUTO> or <MANUAL>.

● **If you select <AUTO>:**

1. Press [Set].

Ex:
```
100%  LTR  NORMAL   01
REPEAT  AUTO
```

2. Go to step 9.

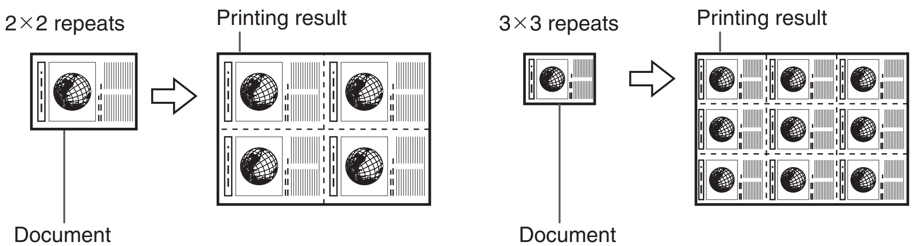
● **If you select <MANUAL>:**

1. Decide the number of times you want to copy the image.

- You can select a maximum of four vertical repeats and four horizontal repeats.

IMPORTANT

- **Your original image must be no larger than one of the divisions. For example, if you want to make four repeats of your image, the document must be no larger than one quarter of the paper size you are copying on to.**



2. Press [Set].

Ex:
```
VERTICAL        < 2 >
HORIZONTAL        2
```

3. Use [◀] or [▶] to select the number of vertical repetitions (max. 4).

4. Press [Set].

Ex:
```
VERTICAL          2
HORIZONTAL      < 2 >
```

5. Use [◀] or [▶] to select the number of horizontal repetitions (max. 4).

6. Press [Set].

7. Go to step 9.

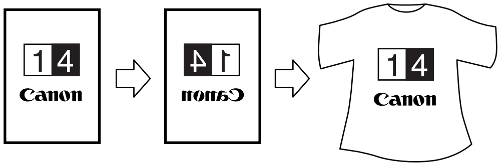
9 Press [Color] for color copying, or [Black] for black & white copying.

NOTE

- To cancel copying, press [Stop/Reset].
- Press [Stop/Reset] to return the machine to standby mode.

Creating A Mirror Image

This feature enables you to make a mirror copy of a document. Use this feature when copying onto T-shirt transfers so that the image is oriented correctly when ironed onto fabric.



✐ **NOTE**
• Use T-shirt transfers when the image will be ironed onto T-shirts. (See page 15)

Follow this procedure:

1 **Load the document on the platen glass.**

2 **Press [COPY].**

3 **Use [◀] or [▶] to select the number of copies (max. 99 copies).**

✐ **NOTE**
• For the number of sheets of paper you can load at a time in the multi-purpose tray, see page 15.

4 **Adjust the settings for your document as necessary.**

✐ **NOTE**
• To select the paper size and type, see page 25.
• To select the image quality, see page 27.
• To select the scanning exposure, see page 28.
• To select the copy ratio, see page 28.

5 **Press [Menu] repeatedly until <5.SPECIAL COPY> appears.**

```
5.SPECIAL COPY
◀       2 on 1      ▶
```

6 **Use [◀] or [▶] to select <MIRROR IMAGE>.**

```
5.SPECIAL COPY
◀    MIRROR IMAGE   ▶
```

7 **Press [Set].**

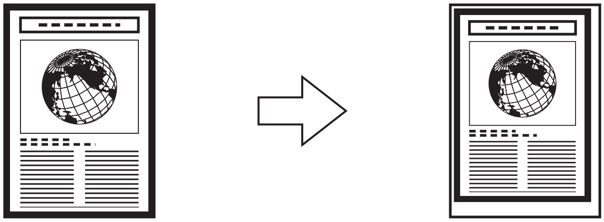
Ex:
```
100%  LTR  NORMAL  01
MIRROR
```

8 **Press [Color] for color copying, or [Black] for black & white copying.**

✐ **NOTE**
• To cancel copying, press [Stop/Reset].

Shrinking An image To Fit The Page

If the image to be copied is larger than the paper, this feature will automatically reduce the image to fit the paper size.



Follow this procedure:

1 **Load the document on the platen glass.**

2 **Press [COPY].**

3 **Use [◀] or [▶] to select the number of copies (max. 99 copies).**

NOTE

• For the number of sheets of paper you can load at a time in the multi-purpose tray, see page 15.

4 **Adjust the settings for your document as necessary.**

NOTE

• To select the paper size and type, see page 25.
• To select the image quality, see page 27.
• To select the scanning exposure, see page 28.

5 **Press [Menu] repeatedly until <5.SPECIAL COPY> appears.**

```
5.SPECIAL COPY
◀       2 on 1       ▶
```

6 **Use [◀] or [▶] to select <ENTIRE IMAGE>.**

```
5.SPECIAL COPY
◀   ENTIRE IMAGE    ▶
```

7 **Press [Set].**

Ex:
```
 90%  LTR  NORMAL  01
ENTIRE IMAGE
```

8 **Press [Color] for color copying, or [Black] for black & white copying.**

NOTE

• To cancel copying, press [Stop/Reset].
• For some documents, part of the document may not be copied.

Chapter 5

Photo Printing From A Memory Card (MP370)

There are several ways you can print photos directly from a memory card, without using a computer. In particular, if you use a Photo Index Sheet, you can easily specify photographs and set printing options.

Step 1

Make sure the machine is turned ON.

Step 2

Load paper into the multi-purpose tray. (See page 22)

Step 3

Insert a memory card. (See page 40)

Step 4

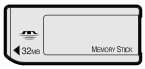
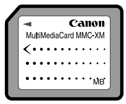
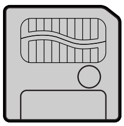
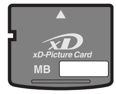
Select the printing method. Three main methods are:

- **Printing by using the Photo Index Sheet (See page 45)**
- **Printing all images (See page 49)**
- **Printing an index* (See page 52)**

* For the operation flow, see page 51.

▶ Compatible Memory Cards

The following cards are compatible with the machine. They are inserted into the card slots as described below:

Left card slot	Right card slot
 MEMORY STICK  MultiMedia Card  SmartMedia  SD Secure Digital memory card	 CompactFlash Type I/II  xD-Picture Card  Microdrive memory card

⚠ CAUTION

- **When using an xD-Picture Card, make sure to insert the xD-Picture Card into a Compact Flash card adapter (must be purchased separately) before inserting it into the card slot of the machine.**

IMPORTANT

- **You cannot use SmartMedia that has less than 2 MB of memory.**
- **Some digital cameras are not compatible with 64 MB and 128 MB memory cards. Image data on memory cards that are incompatible with the camera may be unreadable or the image data may become damaged.**
- **Use the memory card formatted with a digital camera. Formatting a memory card erases all image data on the card. If the memory card to be formatted contains necessary image data, copy it to your computer beforehand. The memory card may not be usable with the machine if formatted with a computer.**
- **For information on memory cards compatible with your digital camera, see the manual supplied with your digital camera.**
- **PC To use your computer to read or write data on a memory card, see *Software Guide*, located on your Setup CD-ROM.**
- **PC If you have copied image data from a memory card to your computer and then edited the images, be sure to print the images from your computer. Copying edited image data back onto a memory card and then printing the images from your machine will degrade the print quality.**

NOTE

- Direct printing from an MP370 requires that images be saved onto the memory card using a JPEG (DCF/CIFF/Exif 2.2 or earlier/JFIF) format. RAW files are not compatible with direct printing on the MP370.

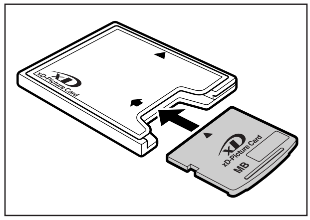
▶ Inserting/Removing A Memory Card

Inserting A Memory Card

There are two ways of inserting a memory card depending on the type of memory card: one is to insert a memory card directly into the card slot, and the other one is to insert a memory card through a Compact Flash card adapter (must be purchased separately).

⚠ CAUTION

- **When using an xD-Picture Card, make sure to insert the card into a Compact Flash card adapter (must be purchased separately) before inserting it into the card slot of the machine.**



Follow this procedure:

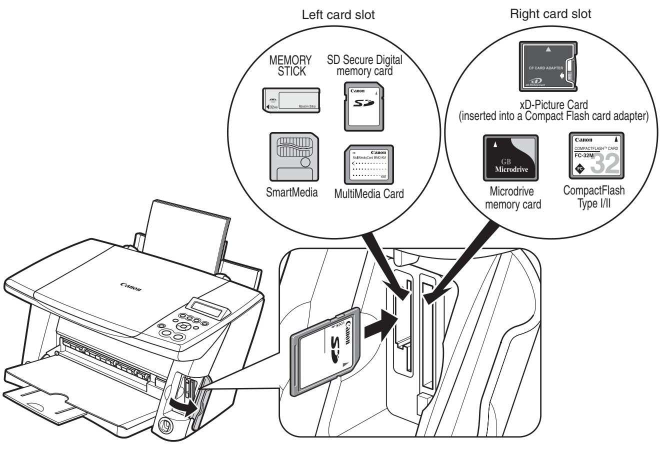
1 **Make sure the machine is turned ON.**

2 **Open the card slot cover on the lower right of the machine.**

3 **Insert the memory card or the Compact Flash card adapter containing the memory card into the appropriate card slot.**

⚠ CAUTION

- **Do not force a memory card into a Compact Flash card adapter while the adapter is in the card slot. For more information, see the manual supplied with your Compact Flash card adapter.**
- **PC If you are using an SD Secure Digital memory card, depending on how you insert it, the write protect lock occasionally may lock, and you will not be able to write from a computer. If this occurs, release the SD Secure Digital memory card lock, and while being cautious not to engage the write protect lock, then insert the memory card.**



IMPORTANT

- **When inserting the memory card or the Compact Flash card adapter containing the memory card into the card slot, insert it with its front side (labeled side) facing outside.**

✎ **NOTE**

- If the memory card cannot be read, check that:
  - the memory card or Compact Flash card adapter containing the memory card is inserted all the way into the card slot.
  - you are using a compatible memory card.
  - your memory card contains image data.

Removing A Memory Card

Follow this procedure:

⚠ **CAUTION**

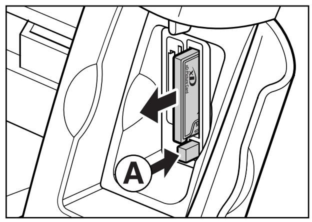
- **If an error occurs during printing from the memory card (e.g. paper runs out), do not remove the memory card or Compact Flash card adapter containing a memory card as this may damage the data on the memory card.**
- **While the Access lamp is lit or flashing, do not remove the memory card or the Compact Flash card adapter containing a memory card as this may damage the data on the memory card.**

1 Press [ON/OFF] to turn OFF the machine.

- PC If you have been writing to a memory card in Windows 2000, wait at least 10 seconds before turning OFF the machine.

2 Remove the memory card from the card slot.

- To remove the xD-Picture Card (Compact Flash card adapter), Microdrive memory card, or CompactFlash, first press the button Ⓐ at the bottom of the card slot.
  For the MEMORY STICK, MultiMedia Card, SmartMedia, or SD Secure Digital memory card, remove the card without pressing the button.



Ex: Compact Flash card adapter, Microdrive memory card, or CompactFlash

▶ Convenient Printing Functions

You can select print setting options, such as printing photographs without borders and printing blues and greens in landscape photographs brighter.

Setting Borderless Printing

This feature enables you to print colored images so that they fill the entire page without borders.



Without borders



With borders

● **To enable/disable borderless printing:**

1. **Press [PHOTO PRINT].**
2. **Press [Menu] once until `<1.PHOTO PRINT MODE>` appears.**
3. **Use [◀] or [▶] to select the printing method, and then press [Set].**
4. **Use [◀] or [▶] to select the paper size, and then press [Set].**
5. **Use [◀] or [▶] to select the paper type, and then press [Set].**

• **`<BORDERLESS PRINT>` is displayed on the LCD.**

Ex:
```
4.BORDERLESS PRINT
◀         OFF         ▶
```

NOTE

• The menu number may differ, depending on the photo print settings.

6. **Use [◀] or [▶] to enable or disable borderless printing.**

– `OFF`: Disables borderless printing.
– `ON`: Enables borderless printing.

NOTE

• With the borderless printing function, the document to be printed is enlarged so that it slightly extends off the paper. The amount of image that extends off the paper (extension amount) can be adjusted.
• This cannot be used for index printing, or when <PLAIN PAPER> is selected for the paper type.

● **To adjust the amount of image that extends off the paper (extension amount):**

1. **Press [Additional Functions].**
2. **Use [◀] or [▶] to select `<4.EXTENSION AMOUNT>`.**

```
USER DATA
 4.EXTENSION AMOUNT
```

3. Press [Set].

Ex:
```
EXTENSION AMOUNT
           SMALL
```

4. Use [◀] or [▶] to select the extension amount.

– <SMALL> : Reduces the amount of image that extends off the paper.
– <LARGE> : Enlarges the amount of image that extends off the paper.

5. Press [Set].

6. Press [Stop/Reset] to switch the machine to standby mode.

Setting Vivid Photo Printing

Enabling this setting will make photographs appear more vibrant, especially blues and greens. It is also effective for photographs that were not taken with the correct exposure.

● To enable/disable vivid photo printing:

1. Press [PHOTO PRINT].

2. Press [Menu] once until <1.PHOTO PRINT MODE> appears.

3. Use [◀] or [▶] to select the printing method, and then press [Set].

4. Use [◀] or [▶] to select the paper size, and then press [Set].

5. Use [◀] or [▶] to select the paper type, and then press [Set].

6. Use [◀] or [▶] to enable or disable borderless printing, and then press [Set].

7. Use [◀] or [▶] to select date printing or not, and then press [Set].

• <VIVID PHOTO> is displayed on the LCD.

Ex:
```
6.VIVID PHOTO
◀      OFF     ▶
```

NOTE

• The menu number may differ, depending on the photo print settings.

8. Use [◀] or [▶] to enable or disable vivid photo printing.

– OFF: Disables vivid photo printing.
– ON: Enables vivid photo printing.

NOTE

• Printing will take longer when this setting is enabled.
• This cannot be used when <PLAIN PAPER> is selected for the paper type.

Setting Date Printing

Enabling this setting will print the date, recorded by the digital camera, below each thumbnail on an index Ⓐ or on the bottom right of the photograph Ⓑ.



● **To enable/disable date printing:**

1. **Press [PHOTO PRINT].**
2. **Press [Menu] once until <1.PHOTO PRINT MODE> appears.**
3. **Use [◀] or [▶] to select the printing method, and then press [Set].**
4. **Use [◀] or [▶] to select the paper size, and then press [Set].**
5. **Use [◀] or [▶] to select the paper type, and then press [Set].**
6. **Use [◀] or [▶] to enable or disable borderless printing, and then press [Set].**

• **<PRINT DATE> is displayed on the LCD.**

Ex:
```
4.PRINT DATE
◀        OFF        ▶
```

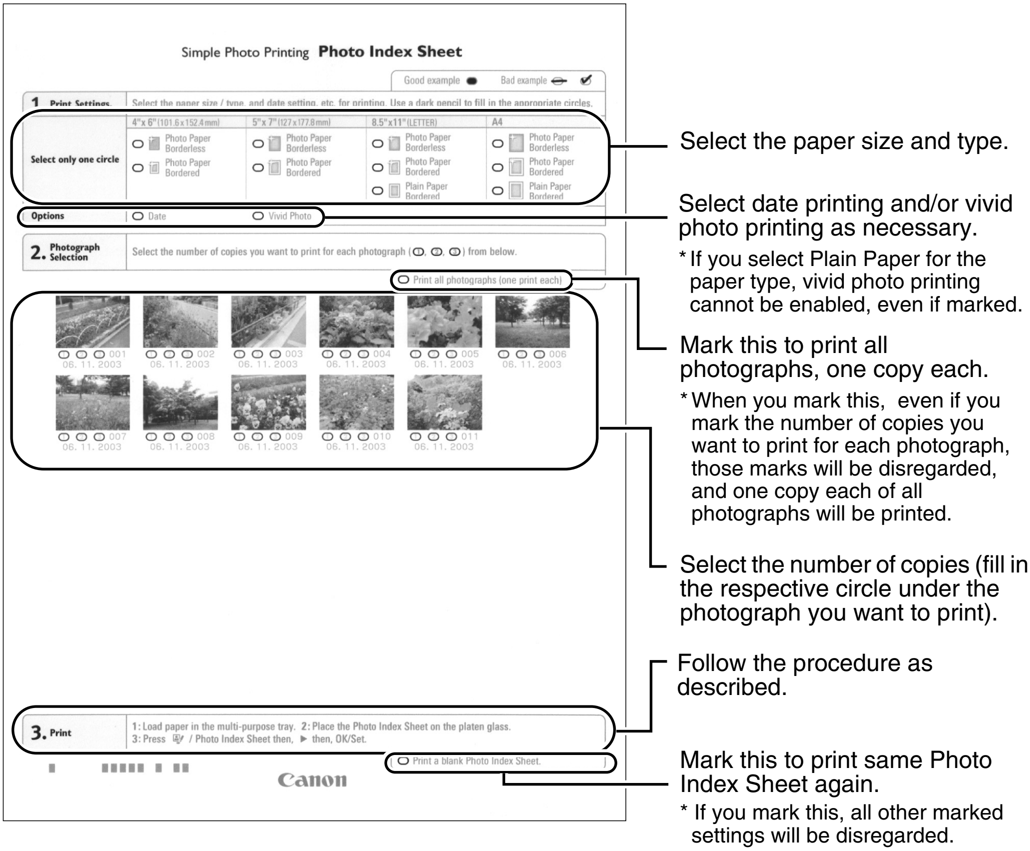
NOTE
• The menu number may differ, depending on the photo print settings.

7. **Use [◀] or [▶] to enable or disable date printing.**
   – OFF: Disables date printing.
   – ON: Enables date printing.

NOTE
• Printing will take longer when this setting is enabled.
• You cannot set date printing from the machine for DPOF printing. (See page 59)

▶ Printing By Using The Photo Index Sheet

With the MP370, you can easily print photographs by filling in the appropriate circles on a Photo Index Sheet to select print options and photographs you want to print. Simply scanning a Photo Index Sheet prints the selected photographs according to the selections you have made.



Follow this procedure:

1 Turn ON the machine, and load letter- or A4-size paper in the multi-purpose tray.

• Use completely white plain paper when printing a Photo Index Sheet.

NOTE

• For details on paper, see page 15.
• For details on how to load paper, see page 22.

2 Insert the memory card into the card slot. (See page 40)

3 Press [Photo Index Sheet].

```
[PHOTO INDEX SHEET]
 < PRINT >    SCAN
```

4 **Use [◀] or [▶] to select <PRINT>.**

```
[PHOTO INDEX SHEET]
 < PRINT >   SCAN
```

5 **Press [Set].**

- **If 30 or fewer images are stored on the memory card:**
  1. **The Photo Index Sheet is printed.**
  2. **Go to step 8.**

- **If 31 or more images are stored on the memory card:**

```
SHEET (LTR or A4)
◀     ALL PAGES    ▶
```

  1. **Go to step 6.**

6 **Use [◀] or [▶] to select the range of photographs to print on the Photo Index Sheet.**

–<ALL PAGES>:	Prints all image data stored on the memory card.
–<LAST IMAGE>:	Prints image data stored on the memory card in chronological order beginning from the most recently recorded date.
–<SELECT RANGE>:	Prints image data stored on the memory card according to a specified range of recorded dates.

- **If you select <ALL PAGES>:**
  1. **Go to step 7.**

- **If you select <LAST IMAGE>:**
  1. **Press [Set].**

```
SHEET (LTR or A4)
 ◀ LAST 30 IMAGES ▶
```

  2. **Use [◀] or [▶] to select how many recent photographs to print.**

–<LAST 30 IMAGES>:	Prints the 30 most recently recorded photographs.
–<LAST 60 IMAGES>:	Prints the 60 most recently recorded photographs.
–<LAST 90 IMAGES>:	Prints the 90 most recently recorded photographs.
–<LAST 120 IMAGES>:	Prints the 120 most recently recorded photographs.
–<MOST RECENT DATE>:	Prints the photographs with the most recent recorded date.

  3. **Go to step 7.**

- **If you select <SELECT RANGE>:**
  1. **Press [Set].**

Ex:
```
DATE: From
     06/02/2003    ▶
```

2. **Use [◀] or [▶] to select the first recorded date of photographs you want to print.**

Ex:
```
DATE: From
◀     06/02/2003    ▶
```

3. **Press [Set].**

Ex:
```
DATE: To
◀     06/02/2003    ▶
```

4. **Use [◀] or [▶] to select the last recorded date of photographs you want to print.**

Ex:
```
DATE: To
◀     06/08/2003    ▶
```

5. **Go to step 7.**

7 Press [Set].

Ex:
```
SHEET (LTR or A4)
PRINTING   P.001/002
```

- **The machine prints the Photo Index Sheets.**

NOTE
- If more than 30 photographs are to be printed, the machine prints them on more than one Photo Index Sheet.

8 Fill in the appropriate circles ( ) with a dark pencil or a black ink pen to select the photographs to print and print settings.

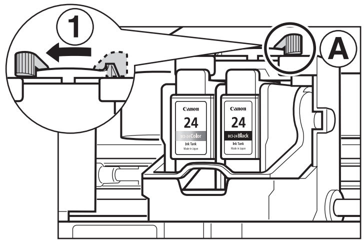


IMPORTANT
- **Be sure to fill a circle for every setting item (except options).**
- **If there is more than one Photo Index Sheet, fill all the sheets.**
- **If the filled circles on the Photo Index Sheet are not dark enough, the machine may not read the settings.**

9 Load the paper selected on the Photo Index Sheet in the multi-purpose tray.

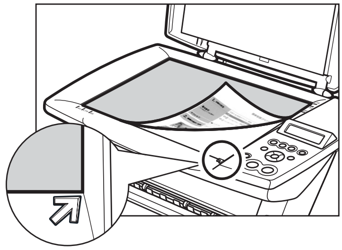
NOTE
- When printing image data using a Photo Index Sheet, you can select 4" × 6", 5" × 7", 8.5" × 11", or A4 for the paper size.

10 **Move the paper thickness lever Ⓐ to the left ①.**



11 **Load the Photo Index Sheet on the platen glass.**

- When loading the Photo Index Sheet, place the front side down, and align the upper left corner of the sheet with the alignment mark on the lower right corner of the platen glass.



⚠ CAUTION

- **Be sure to load the Photo Index Sheet in the correct orientation on the platen glass.**

12 **Press [Photo Index Sheet].**

13 **Use [◀] or [▶] to select <SCAN>.**

```
[PHOTO INDEX SHEET]
   PRINT   < SCAN >
```

14 **Press [Set].**

- **The machine reads the Photo Index Sheet, and prints photographs according to the settings.**

IMPORTANT

- **If the LCD displays <SCANNING ERROR>, press [Set] and ensure that a circle is filled for each setting item.**
- **If the filled circles on the Photo Index Sheet are not dark enough, the machine may not read the settings.**
- **Do not remove the memory card while the machine is printing.**
- **If the platen glass is soiled, the machine may not read the settings.**

NOTE

- To cancel printing, press [Stop/Reset].
- To continue to print photographs using the subsequent Photo Index Sheets, repeat steps 8 to 14.

▶ Printing All Images

This printing method creates individual prints of all photographs stored on a memory card.



Follow this procedure:

1 Turn ON the machine, and load the correct paper in the multi-purpose tray.

NOTE
- For details on paper, see page 15.
- For details on how to load paper, see page 22.

2 Insert the memory card into the card slot. (See page 40)

3 Press [PHOTO PRINT].

4 Press [Menu] once until <1.PHOTO PRINT MODE> appears.

```
1.PHOTO PRINT MODE
◀       *INDEX      ▶
```

5 Use [◀] or [▶] to select <ALL IMAGES>.

Ex:
```
1.PHOTO PRINT MODE
◀     ALL IMAGES    ▶
```

6 Press [Set].

Ex:
```
2.SELECT PAPER SIZE
◀        *LTR       ▶
```

7 Use [◀] or [▶] to select the paper size.

–<LTR>:	Letter size
–<4"×6">:	Card size
–<5"×7">:	Card size
–<A4>:	A4 size

8 Press [Set].

Ex:
```
3.SELECT PAPER TYPE
◀ *PHOTO PAPER PRO  ▶
```

9 Use [◀] or [▶] to select the paper type.

–<PHOTO PAPER PRO>:	Suitable for photo paper pro.
–<PLAIN PAPER>:	Suitable for plain paper.
–<HIGH RES. PAPER>:	Suitable for high resolution paper.
–<PHOTO PAPER PLUS>:	Suitable for photo paper plus glossy.
–<GLOSSY>:	Suitable for glossy photo paper and high gloss photo film.
–<OTHER PHOTO PAPER>:	Suitable when using photo paper other than that described above (such as matte photo paper), or if you do not know the paper type.

NOTE
- In order to obtain optimal quality print results, when printing photographs, use Canon-recommended Photo Paper Pro or Photo Paper Plus.
- If you selected <4"×6"> or <5"×7"> in step 7, you can only select <PHOTO PAPER PRO>, <PHOTO PAPER PLUS>, or <OTHER PHOTO PAPER>.

10 Press [Set].

11 Select whether to enable borderless printing or not. (See page 42)

NOTE
- If you selected <PLAIN PAPER> in step 9, you cannot enable borderless printing.
- You can select the amount of image that extends off the paper. (See page 42)

12 Press [Set].

13 Select whether to enable date printing or not. (See page 44)

14 Press [Set].

15 Select whether to enable vivid photo printing or not. (See page 43)

NOTE
- If you selected <PLAIN PAPER> in step 9, you cannot enable vivid photo printing.

16 Press [Set].

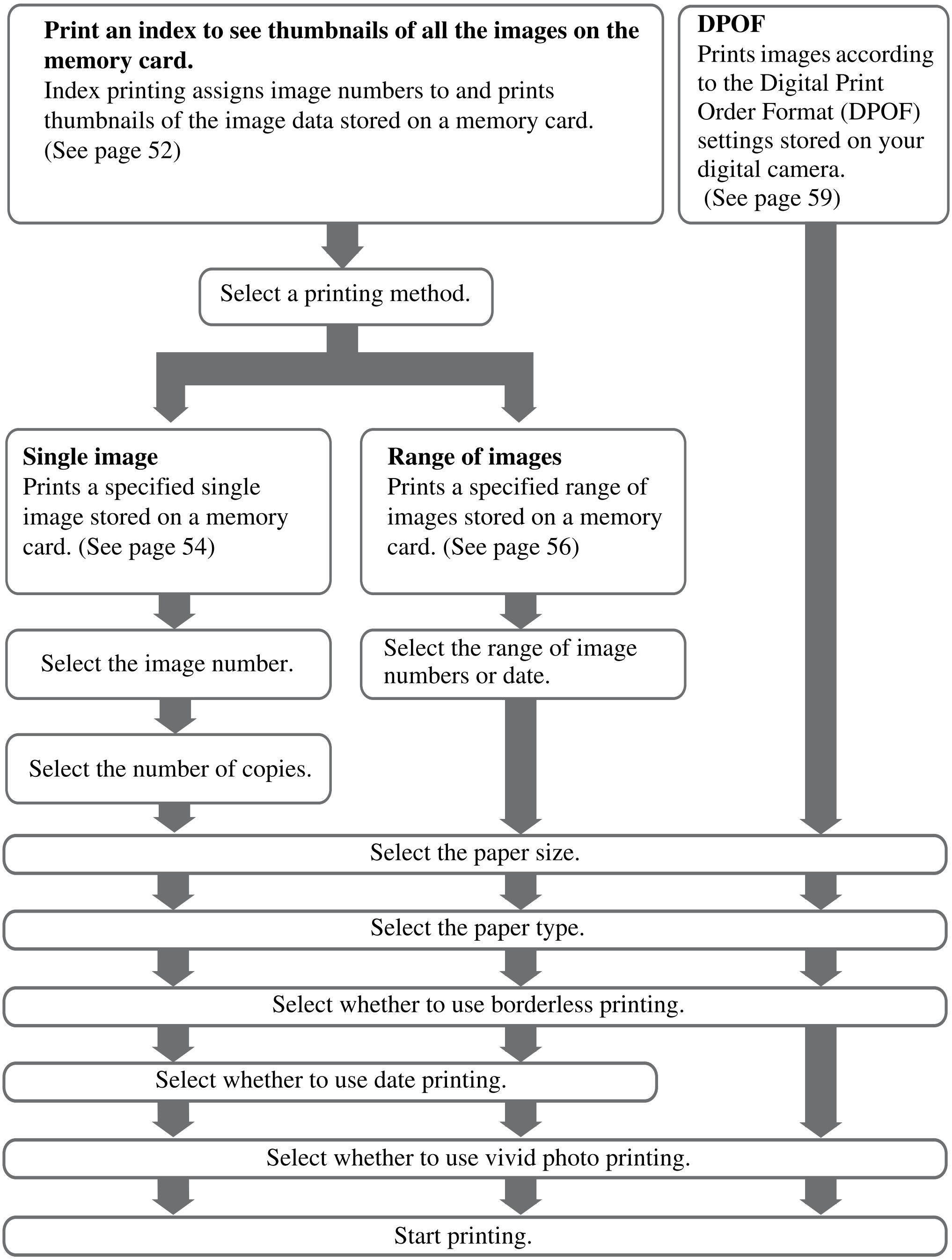
Ex:
```
[ALL IMAGES]
PRO LTR█
```

17 Press [Color].

NOTE
- To cancel printing, press [Stop/Reset].
- Pressing [Black] does not start printing.
- The image printed is enlarged or reduced automatically according to the paper size printed onto. Depending on the paper size you are printing onto, image cropping may occur, with or without using the borderless printing feature.
- If <PRINT MORE THAN 100> is displayed on the LCD, press [◀] to start printing, or [▶] to cancel printing.

▶ Index Printing

With the MP370, you can print an index to check all the image data on the memory card, and select the settings for individual images and print them according to your preference. The operation flow is as follows:



NOTE

- You may not be able to print photographs if the file size is too large (4800 x 3600 dpi or more). Try printing the photograph from your computer. (See page 69)
- For details on vivid photo printing, see page 43.
- Borderless and vivid photo printing are disabled when `<PLAIN PAPER>` is selected for the paper type.
- You cannot set date printing from the machine for DPOF printing. (See page 59)

Printing An Index

This printing method prints thumbnails of the photographs on a memory card. An index is useful to see small versions of all photographs on a memory card without having to print each photograph individually. When you print an index, an image number is assigned to each thumbnail. You will need to use these image numbers to select the photographs you want to print in a larger format.

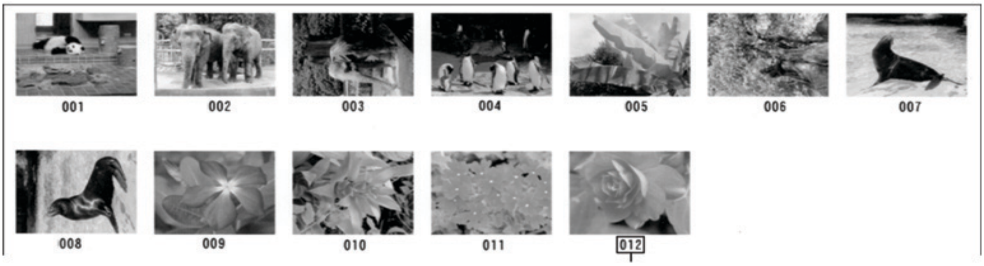


Image Number

Follow this procedure:

1 Turn ON the machine, and load the correct paper in the multi-purpose tray.

NOTE

- For details on paper, see page 15.
- For details on how to load paper, see page 22.

2 Insert the memory card. (See page 40)

3 Press [PHOTO PRINT].

4 Press [Menu] once until <1.PHOTO PRINT MODE> appears.

```
1.PHOTO PRINT MODE
◄       *INDEX       ►
```

5 Use [◄] or [►] to select <INDEX>.

```
1.PHOTO PRINT MODE
◄       *INDEX       ►
```

6 Press [Set].

Ex:
```
2.SELECT PAPER SIZE
◄        *LTR        ►
```

7 Use [◀] or [▶] to select the paper size.

–<LTR>:	Letter size
–<4"×6">:	Card size
–<5"×7">:	Card size
–<A4>:	A4 size

8 Press [Set].

Ex:
```
3.SELECT PAPER TYPE
◀ *PHOTO PAPER PRO ▶
```

9 Use [◀] or [▶] to select the paper type.

–<PHOTO PAPER PRO>:	Suitable for photo paper pro.
–<PLAIN PAPER>:	Suitable for plain paper.
–<HIGH RES. PAPER>:	Suitable for high resolution paper.
–<PHOTO PAPER PLUS>:	Suitable for photo paper plus glossy.
–<GLOSSY>:	Suitable for glossy photo paper and high gloss photo film.
–<OTHER PHOTO PAPER>:	Suitable when using photo paper other than that described above (such as matte photo paper), or if you do not know the paper type.

NOTE
- In order to obtain optimal quality print results, when printing photographs, use Canon-recommended Photo Paper Pro or Photo Paper Plus.
- If you selected <4"×6"> or <5"×7"> in step 7, you can only select <PHOTO PAPER PRO>, <PHOTO PAPER PLUS>, or <OTHER PHOTO PAPER>.

10 Press [Set].

11 Select whether to enable date printing or not. (See page 44)

12 Press [Set].

13 Select whether to enable vivid photo printing or not. (See page 43)

NOTE
- If you selected <PLAIN PAPER> in step 9, you cannot enable vivid photo printing.

14 Press [Set].

Ex:
```
[INDEX]           13
PRO LTR
```

15 Press [Color].

NOTE
- To cancel printing, press [Stop/Reset].
- You can only print one index at a time.
- The image number assigned to each thumbnail on the index is different from the ID numbers assigned by the digital camera.
- If "?" is printed instead of thumbnails, see page 97.
- Pressing [Black] does not start printing.

Printing A Single Image

This printing method prints a specified single photograph from a memory card. In order to select the photograph you want to print, you will need to print the index and note the image number assigned to the photograph. To print an index, see page 52.

Follow this procedure:

1 **Turn ON the machine, and load the correct paper in the multi-purpose tray.**

NOTE
- For details on paper, see page 15.
- For details on how to load paper, see page 22.

2 **Insert the memory card. (See page 40)**

3 **Press [PHOTO PRINT].**

4 **Press [Menu] once until <1.PHOTO PRINT MODE> appears.**

```
1.PHOTO PRINT MODE
◄      *INDEX      ►
```

5 **Use [◄] or [►] to select <SINGLE IMAGE>.**

```
1.PHOTO PRINT MODE
◄   SINGLE IMAGE   ►
```

6 **Press [Set].**

Ex:
```
2.FILE NO:
◄        001       ►
```

7 **Use [◄] or [►] to select the image number.**
- Press and hold down [◄] or [►] to quickly advance through the image numbers.
- To find the image number, you will need to print the index beforehand. (See page 52)

8 **Press [Set].**

Ex:
```
3.NUMBER OF PRINTS
◄      1COPIES     ►
```

9 **Use [◄] or [►] to select the number of copies of the photograph you want to print (max. 99 copies).**

NOTE
- For the number of sheets of paper you can load at a time in the multi-purpose tray, page 15.

10 **Press [Set].**

Ex:
```
4.SELECT PAPER SIZE
◄       *LTR       ►
```

11 Use [◀] or [▶] to select the paper size.

–<LTR>: Letter size
–<4"×6">: Card size
–<5"×7">: Card size
–<A4>: A4 size

12 Press [Set].

Ex:
```
5.SELECT PAPER TYPE
◀ *PHOTO PAPER PRO ▶
```

13 Use [◀] or [▶] to select the paper type.

–<PHOTO PAPER PRO>: Suitable for photo paper pro.
–<PLAIN PAPER>: Suitable for plain paper.
–<HIGH RES. PAPER>: Suitable for high resolution paper.
–<PHOTO PAPER PLUS>: Suitable for photo paper plus glossy.
–<GLOSSY>: Suitable for glossy photo paper and high gloss photo film.
–<OTHER PHOTO PAPER>: Suitable when using photo paper other than that described above (such as matte photo paper), or if you do not know the paper type.

NOTE
- In order to obtain optimal quality print results, when printing photographs, use Canon-recommended Photo Paper Pro or Photo Paper Plus.
- If you selected <4"×6"> or <5"×7"> in step 11, you can only select <PHOTO PAPER PRO>, <PHOTO PAPER PLUS>, or <OTHER PHOTO PAPER>.

14 Press [Set].

15 Select whether to enable borderless printing or not. (See page 42)

NOTE
- If you selected <PLAIN PAPER> in step 13, you cannot enable borderless printing.
- You can select the amount of image that extends off the paper. (See page 42)

16 Press [Set].

17 Select whether to enable date printing or not. (See page 44)

18 Press [Set].

19 Select whether to enable vivid photo printing or not. (See page 43)

NOTE
- If you selected <PLAIN PAPER> in step 13, you cannot enable vivid photo printing.

20 Press [Set].

- Use [◀] or [▶] to view your settings on the LCD.

Ex:
```
[SINGLE IMAGE]
PRO LTR▮          ▶
```
```
[SINGLE IMAGE]
◀ NO.001         01
```

21 Press [Color].

NOTE
- To cancel printing, press [Stop/Reset].
- The image printed is enlarged or reduced automatically according to the paper size printed onto. Depending on the paper size you are printing onto, image cropping may occur, with or without using the borderless printing feature.
- Pressing [Black] does not start printing.

Printing A Range Of Images

This printing method prints a range of photographs in sequence on a memory card. In order to select the photographs to print, first print the index and note the image numbers assigned to them. You can also print a range of images according to the recorded dates of photographs you select. To print an index, see page 52.

Follow this procedure:

1 Turn ON the machine, and load the correct paper in the multi-purpose tray.

NOTE
- For details on paper, see page 15.
- For details on how to load paper, see page 22.

2 Insert the memory card. (See page 40)

3 Press [PHOTO PRINT].

4 Press [Menu] once until <1.PHOTO PRINT MODE> appears.

```
1.PHOTO PRINT MODE
◀       *INDEX     ▶
```

5 Use [◀] or [▶] to select <SELECT RANGE>.

```
1.PHOTO PRINT MODE
◀    SELECT RANGE  ▶
```

6 Press [Set].

7 Use [◀] or [▶] to select <IMAGE NUMBER> or <DATE>.

● **If you select <IMAGE NUMBER>:**

1. Press [Set].

Ex:
```
3.FIRST IMAGE:
◀          001     ▶
```

2. Use [◀] or [▶] to select the first image number you want to print.
- Press and hold down [◀] or [▶] to quickly advance through the image numbers.
- To find the image number, you will need to print the index beforehand. (See page 52)

3. Press [Set].

Ex:
```
4.LAST IMAGE:
◀        001        ▶
```

4. Use [◀] or [▶] to select the last image number you want to print.

• Press and hold down [◀] or [▶] to quickly advance through the image numbers.

5. Go to step 8.

● **If you select <DATE>:**

1. Press [Set].

Ex:
```
3.DATE: From
◀    06/02/2003     ▶
```

2. Use [◀] or [▶] to select the first recorded date of photographs you want to print.

• Press and hold down [◀] or [▶] to quickly advance through the dates.

• To find the date, you will need to print the index beforehand. (See page 52)

3. Press [Set].

Ex:
```
4.DATE: To
◀    06/08/2003     ▶
```

4. Use [◀] or [▶] to select the last recorded date of photographs you want to print.

• Press and hold down [◀] or [▶] to quickly advance through the dates.

5. Go to step 8.

8 Press [Set].

Ex:
```
5.SELECT PAPER SIZE
◀       *LTR        ▶
```

9 Use [◀] or [▶] to select the paper size.

–<LTR>: Letter size

–<4"×6">: Card size

–<5"×7">: Card size

–<A4>: A4 size

10 Press [Set].

Ex:
```
6.SELECT PAPER TYPE
◀ *PHOTO PAPER PRO  ▶
```

11 Use [◀] or [▶] to select the paper type.

–<PHOTO PAPER PRO>:	Suitable for photo paper pro.
–<PLAIN PAPER>:	Suitable for plain paper.
–<HIGH RES. PAPER>:	Suitable for high resolution paper.
–<PHOTO PAPER PLUS>:	Suitable for photo paper plus glossy.
–<GLOSSY>:	Suitable for glossy photo paper and high gloss photo film.
–<OTHER PHOTO PAPER>:	Suitable when using photo paper other than that described above (such as matte photo paper), or if you do not know the paper type.

NOTE

- In order to obtain optimal quality print results, when printing photographs, use Canon-recommended Photo Paper Pro or Photo Paper Plus.
- If you selected <4"×6"> or <5"×7"> in step 9, you can only select <PHOTO PAPER PRO>, <PHOTO PAPER PLUS>, or <OTHER PHOTO PAPER>.

12 Press [Set].

13 Select whether to enable borderless printing or not. (See page 42)

NOTE

- If you selected <PLAIN PAPER> in step 11, you cannot enable borderless printing.
- You can select the amount of image that extends off the paper. (See page 42)

14 Press [Set].

15 Select whether to enable date printing or not. (See page 44)

16 Press [Set].

17 Select whether to enable vivid photo printing or not. (See page 43)

NOTE

- If you selected <PLAIN PAPER> in step 11, you cannot enable vivid photo printing.

18 Press [Set].

- Use [◀] or [▶] to view your settings on the LCD.

Ex:

```
[SELECT RANGE]
PRO LTR█          ▶
```

```
[SELECT RANGE]
◀ NO.001-010
```

19 Press [Color].

NOTE

- To cancel printing, press [Stop/Reset].
- The image printed is enlarged or reduced automatically according to the paper size printed onto. Depending on the paper size you are printing onto, image cropping may occur, with or without using the borderless printing feature.
- Pressing [Black] does not start printing.

DPOF (Digital Print Order Format) Printing

This printing method prints photographs according to the DPOF settings specified on your digital camera.

NOTE
- For information on how to set the DPOF functions, see the manual supplied with your digital camera.

The machine supports the following DPOF functions:
- Specified images printing
- Print style (individual photographs, index)
- Date or image number printing on individual photographs, date or image number printing on index
- Number of copies to be printed

All other DPOF functions (shooting information, trimming, etc.) are not supported.

Follow this procedure:

1 Turn ON the machine, and load the correct paper in the multi-purpose tray.

NOTE
- For details on paper, see page 15.
- For details on how to load paper, see page 22.

2 Insert the memory card. (See page 40)

3 Press [PHOTO PRINT].
- When you insert a memory card registered with DPOF settings, the LCD will automatically display <DPOF>.

Ex:
```
[DPOF]
PRO LTR█
```

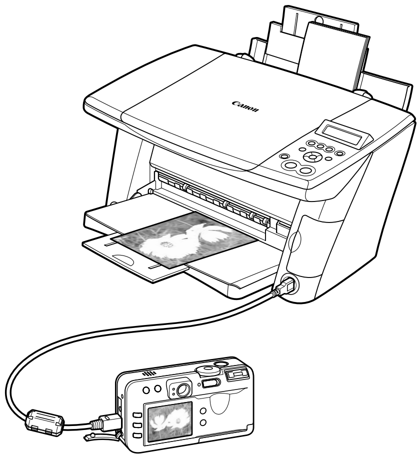
NOTE
- If you press [Menu] and then [Set] after inserting a memory card, you can set the paper size and type before printing. When you are finished setting, press [Color] to start DPOF printing.
- With this machine, you can add the following settings to the DPOF settings:
  – Paper size
  – Paper type
  – Borderless printing
  – Vivid photo printing

4 Press [Color].
- **The machine starts printing according to the DPOF settings.**

NOTE
- To cancel printing, press [Stop/Reset].
- Pressing [Black] does not start printing.

Chapter 6 Photo Printing Directly From A Digital Camera (MP370)

Connecting a PictBridge compatible or Canon Bubble Jet Direct compatible digital camera or digital video camcorder to the MP370 enables you to print captured images directly without using a computer. When printing directly, use the USB cable supplied with your digital camera.



NOTE

- To photo print directly from a digital camera or a digital video camcorder, use only “PictBridge”- or Canon “Bubble Jet Direct”-compliant digital cameras. For details on PictBridge, see *Direct Printing for PictBridge-compliant Digital Cameras*.
- For connecting and printing directly from a digital camera, operate from the digital camera.
- It is recommended to use the digital camera AC adapter when printing directly from a camera. If you do use a battery pack (or batteries), ensure that the battery pack (or batteries) is completely charged before printing. Or use brand-new batteries.

▶ Paper Types For A Digital Camera

You can use the following genuine Canon paper:

Digital Camera Setting	Paper Type	Paper Size
Card #1	Photo Paper Pro	4 in. × 6 in./101.6 mm × 152.4 mm
Card #2	Photo Paper Plus Glossy	4 in. × 6 in./101.6 mm × 152.4 mm
Card #3	Photo Paper Plus Glossy	5 in. × 7 in./127 mm × 177.8 mm
LTR	Photo Paper Pro or Photo Paper Plus Glossy	Letter
A4	Photo Paper Pro or Photo Paper Plus Glossy	A4

IMPORTANT

- **When loading the paper in the multi-purpose tray, load it with the glossy side facing up.**

▶ Printing Directly From A Digital Camera

This section describes how to connect a digital camera to the machine and how to print photographs.

IMPORTANT
• While using the machine, do not disconnect and connect the USB cable.

Follow this procedure:

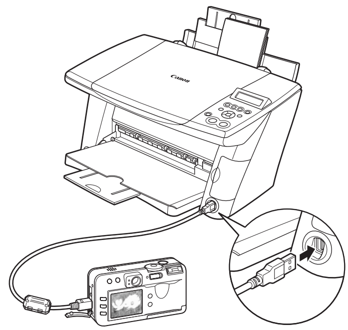
1 Turn ON the machine, and load the paper in the multi-purpose tray.

NOTE
• For details on paper, see page 15.
• For details on how to load paper, see page 22.

2 Ensure that the digital camera is turned OFF.

3 Connect the digital camera to the machine with the USB cable that came with the digital camera.

NOTE
• When connected, the digital camera will automatically turn ON. If not, turn it ON manually.



4 Display the image you want to print in the replay mode.

• If the camera will not change to the replay mode, refer to your digital camera user's manual for instructions on changing the camera to the replay mode.
• When the digital camera is correctly connected, the icon will display on the LCD of the digital camera and the LCD of the machine will display the following message.

Ex:
```
CAMERA DIRECT
COL        BLK
```

5 Press [SET] on the digital camera.

• The print setting menu is displayed on the LCD of the digital camera.

6 Select [Style] and specify the paper size, bordered or borderless printing, and date printing ON or OFF.

7 Specify the number of copies, select [Print], and then press [SET] on the digital camera.

• The machine starts printing.

NOTE

- For the operation, print error messages and troubleshooting of the digital camera, refer to your digital camera user's manual.
- For print error messages and troubleshooting of the machine, see page 110.
- For the operation, print error messages and troubleshooting of the digital video camcorder, refer to the manual supplied with your digital video camcorder.
- By operating the digital camera, you can make the following prints:
  - By DPOF printing, you can print a specified number of copies of an image, and print an index.
  - The images taken with an Exif 2.2 compatible digital camera are adjusted by the Photo Optimizer PRO function.
  - If date printing is selected on the digital camera, the date of photographing will be printed (excluding the index print).
  - Images will be scaled automatically according to the paper size selected on the digital camera.
- Digital camera operation does not support the following functions:
  - Print quality setting
  - Maintenance

    The print head cannot be aligned from the digital camera. Align it from the operation panel of the machine. (See page 86)
- To disconnect the USB cable connecting the digital camera to the machine, follow the procedure below:
  1. Disconnect the USB cable from the machine.
  2. Turn OFF the digital camera.
  3. Disconnect the USB cable from the digital camera.
- When disconnecting the USB cable, be sure to hold the connector by its sides.

Chapter 7

PC

Becoming Familiar With The Software

Installing The Software

If you have not already installed the software contained on the Setup CD-ROM supplied with this machine, please do so now. For instructions, see *Set-Up Sheet* or *Software Guide*.

NOTE

• For details on all features of the software, see *Software Guide*, located on your Setup CD-ROM.

System Requirements

To successfully install and operate the software, your system must meet the following requirements:

- CD-ROM drive, or access to one over a network connection
- 256-color or greater SVGA monitor (High Color or above recommended)
- IBM PC/AT or compatible computer
- Microsoft Internet Explorer version 4.01 or later (Service Pack* 2 or later)
- 65 MB or more of available hard disk space (150 MB or more recommended)
  –MP Drivers: 50 MB or more
  –MP Toolbox: 15 MB or more

- If using the machine with USB 2.0 Hi-Speed:
  This machine is equipped with a USB 2.0 Hi-Speed interface. Hi-Speed USB mode greatly increases data-transfer rates. However, to use this mode, you must connect it to a computer equipped with a USB 2.0 Hi-Speed interface by using a corresponding USB 2.0 Hi-Speed cable.

  Requirements to connect via USB 2.0 Hi-Speed:

Operating System	CPU	Required RAM
Microsoft Windows 2000 Professional (Service Pack* 4 or later)	Pentium/Celeron 566 MHz processor or higher	128 MB or more (256 MB or more recommended)
Microsoft Windows XP (Service Pack* 1 or later)		

NOTE
- The USB 2.0 Hi-Speed interface must be pre-installed on the computer. The machine may not operate properly with add-on USB 2.0 Hi-Speed cards.
- As a USB 2.0 Hi-Speed interface is fully compatible with USB Full-Speed (USB1.1-equivalent), you can use it as a USB Full-Speed (USB1.1-equivalent) interface.
- When installing the software in Windows 2000, you must have Service Pack* 4 or later version installed. When installing the software in Windows XP, you must have Service Pack* 1 or later version installed.

*Service Pack is a set of modification programs provided by Microsoft Corporation. For how to acquire Service Pack, contact Microsoft Corporation.

- If using the machine with USB Full-Speed (USB1.1-equivalent):
  To use the machine with USB Full-Speed, your computer must meet the following requirements. Use a USB-IF-approved USB Full-Speed cable not longer than 16 3/8 feet (5 meters).

  Requirements to connect via USB Full-Speed port:

Operating System	CPU	Required RAM
Microsoft Windows 98	Pentium/Celeron 233 MHz processor	64 MB or more (128 MB or more recommended)
Microsoft Windows Me		
Microsoft Windows 2000 Professional (Service Pack* 1 or later)		
Microsoft Windows XP	Pentium/Celeron 300 MHz processor or higher	

NOTE
- When installing the software in Windows 2000, you must have Service Pack* 1 or later version installed.

*Service Pack is a set of modification programs provided by Microsoft Corporation. For how to acquire Service Pack, contact Microsoft Corporation.

IMPORTANT
- **While the machine is printing from or scanning images to the computer, or the computer is in the sleep mode or standby mode, do not disconnect and connect the USB cable.**

User authority when using Microsoft Windows 2000/XP
When installing the software in Windows 2000, you must log on as Administrator or have Administrator privileges. When installing the software in Windows XP, you must log on as Administrator. For details, see *Software Guide*, located on your Setup CD-ROM.

▶ Software Components

The following components are installed when you install the software. For the functions of each type of software, see *Software Guide* or the manual supplied with each software.

MP Drivers

- **Printer driver (See *Software Guide*, located on your Setup CD-ROM)**
  Enables you to print from any Windows application that supports printing.
- **Scanner driver (ScanGear MP, WIA driver (only for Windows XP)) (See *Software Guide*, located on your Setup CD-ROM)**
  Enables you to scan an image to your computer.

MP Toolbox

Enables you to scan a document to your computer, process and save it.

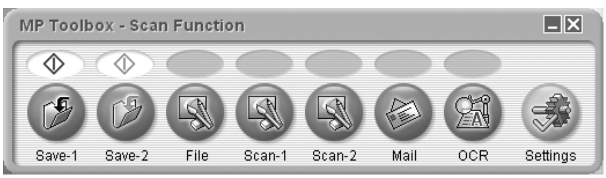
Utility Software

- **Easy-PhotoPrint/Easy-PhotoPrint Plus***
- **Easy-WebPrint**
- **ScanSoft OmniPage SE**
- **ArcSoft PhotoStudio**
- **Adobe Acrobat Reader**

*U.S.A. only

▶ Using The MP Toolbox To Scan Images

Double-clicking the [Canon MP Toolbox 4.1] icon on the Windows desktop opens the MP Toolbox. The MP Toolbox enables you to scan a document or images to your computer, and process and save it. (See *Software Guide*, located on your Setup CD-ROM)



For more information on the functions and settings of the MP Toolbox, see page 74.

▶ Uninstalling, Reinstalling The Software

If you do not need the MP Toolbox or MP Drivers any longer, or if they are not installed correctly, uninstall them.

When uninstalling the software from Windows 2000, you must log on as Administrator or have Administrator privileges. When uninstalling the software from Windows XP, you must log on as Administrator.

IMPORTANT

- **When uninstalling the MP Drivers, first uninstall the MP Toolbox. If the MP Drivers are uninstalled beforehand, [Canon] may remain in [(All) Programs] of the [Start] menu after uninstallation of the software.**

Uninstalling The MP Toolbox

Follow this procedure:

1 Close any open software applications, including the MP Toolbox and virus checkers.

- Click [×] at the upper-right of the screen to close the MP Toolbox.

2 Click [Start] on the taskbar, point to [(All) Programs], [Canon], and [MP Toolbox 4.1], then click [Uninstall Toolbox].

3 Follow the instructions on the screen.

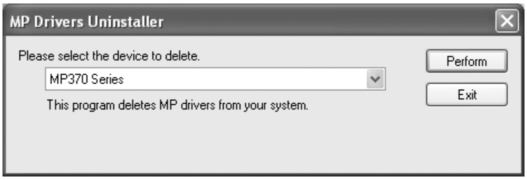
- When the Repair or Remove program selection screen is displayed, click the checkbox in [Remove], then click [Next].
- If a message appears confirming whether to uninstall the application, click [OK]. Your computer will restart.
- If prompted, restart your computer.

Uninstalling The MP Drivers

Follow this procedure:

1 **Close any open software applications, including virus checkers.**

2 **Click [Start] on the taskbar, point to [(All) Programs], [Canon], and [MP Drivers], then click [Uninstall Drivers].**



3 **In [Please select the device to delete], select the name of this machine ([MP370 Series] or [MP360 Series]), then click [Perform].**

4 **If prompted, restart your computer.**

5 **Disconnect the USB cable from the computer and the machine.**

- When using Windows 2000, the [Unsafe Removal of Device] screen appears. Click [OK]. The machine and the computer will not be adversely affected.

Reinstalling

After uninstalling the MP Toolbox and MP Drivers, install the software. (See *Software Guide*, located on your Setup CD-ROM)

Chapter

8 PC Printing From Your Computer

Before Printing

Before printing, confirm as follows.

Is The Software (MP Drivers) Installed?

If the software is not yet installed, see *Software Guide*, located on your Setup CD-ROM.

Is The Machine Specified As [Set as Default Printer]?

You can confirm whether the machine is specified as [Set as Default Printer] by opening the [Printers] screen in an application software. If the machine is not set as the default printer, do as follows:

1. **Click [Start] on the taskbar, point to [Settings], then click [Printers].**
   - For Windows XP, click [Start], then click [Printers and Faxes].
2. **In the [Printers] screen (for Windows XP, [Printers and Faxes] screen), click the printer icon of the machine.**
3. **On the [File] menu, click [Set as Default Printer].**

Is The Correct Paper Set In The Multi-purpose Tray?

For details, see Chapter 3.

▶ Printing Documents

Installing the MP Drivers enables you to print from application software supporting a print function. The print procedure varies slightly depending on the application software. The basic print procedure is explained here. For the actual operation, see the manuals of the application software to be used for printing.

IMPORTANT

- **While the machine is printing from the computer, or the computer is in the sleep mode or standby mode, do not disconnect and connect the USB cable.**

NOTE

- The menu screens and dialog boxes that appear may vary, depending on the application software you are using.
- The screen shots used in this procedure are from Windows XP.

Follow this procedure:

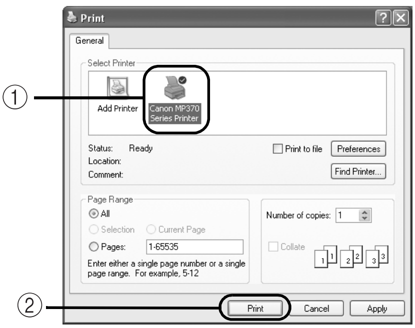
1 Load paper in the multi-purpose tray. (See page 22)

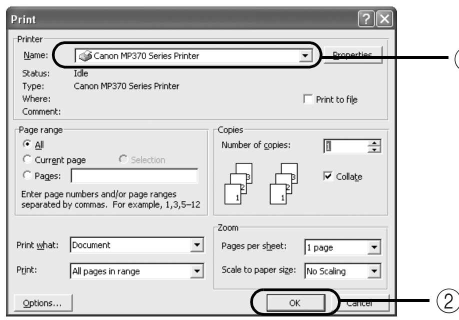
2 Open the document in the application software, and select the command to print.

- This in most cases will be [Print] in the [File] menu or toolbar.

3 In the [Print] dialog box, make sure your machine is selected in the [Printer] box or the drop-down list.

- If not, select your machine from the [Printer] box or the drop-down list ①.





Example: Microsoft Word

4 Adjust the settings for your document as necessary, then click the print command ②.

- This in most cases will be [OK] or [Print].

NOTE

- Be certain to adjust the paper size driver setting for the paper you are using.
- For details on how to change the settings, see *Software Guide*, located on your Setup CD-ROM.

▶ Canceling Printing

You can cancel printing either before or after the machine starts printing.

Canceling Before The Machine Starts Printing

Follow this procedure:

1 **In the [Print] dialog box, click the button to cancel printing.**
- This in most cases will be [Cancel].

Canceling After the Machine Starts Printing

Follow this procedure:

1 **Click [Start] on the taskbar, point to [Settings], then click [Printers].**
- For Windows XP, click [Start], then click [Printers and Faxes].

2 **In the [Printers] screen (for Windows XP, [Printers and Faxes] screen), double-click the printer icon of the machine.**

3 **Right-click the print job to be canceled, then click [Cancel].**

▶ Changing Print Settings

Your machine is initially installed with factory-predefined settings, enabling you to print immediately. You can change these print settings to suit the document you are printing. For details, see the online Help or *Software Guide*, located on your Setup CD-ROM.

You can define print settings in two ways:

- **Changing print settings with the Print Advisor:**
  Displays as a wizard that guides you through a series of questions to select the appropriate print settings for your document.
- **Changing print settings manually:**
  You can manually change individual settings to suit your document.

Changing Print Settings With The Print Advisor

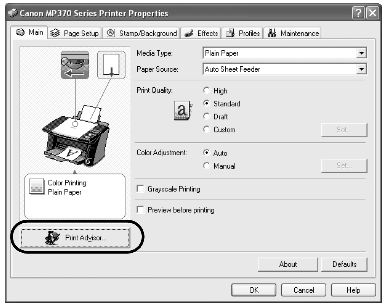
Follow this procedure:

1 Open the document in the application software, and select the command to print.

• This in most cases will be [Print] in the [File] menu or toolbar.

2 In the [Print] dialog box, click [Properties].

3 In the [Properties] dialog box, on the [Main] tab, click [Print Advisor].



4 Follow the instructions on the screen.

Changing Print Settings Manually

Follow this procedure:

1 Open the document in the application software, and select the command to print.

• This in most cases will be [Print] in the [File] menu or toolbar.

2 In the [Print] dialog box, click [Properties].

3 In the [Properties] dialog box, change the settings on the relevant tab or screen.

• To restore the original settings after changing them, click [Defaults].

4 Confirm, then click [OK] to apply the changes and close the dialog box.

• The changes are applied to the settings, and the dialog box closes.
• To cancel changing the settings and close the dialog box, click [Cancel].

Chapter 9

PC

Scanning

About Scanning Images

You can scan images from the machine to a computer, and save them in JPEG, TIFF, or Bitmap format. And you can process that data by using the supplied application software to create original images. Furthermore, you can use the supplied OCR (Optical Character Recognition) software to convert scanned paper documents to text data.

Before Scanning

Before scanning images, confirm as follows:

- **Is the software (MP Drivers and MP Toolbox) installed?**
  If the software is not yet installed, see *Software Guide*, located on your Setup CD-ROM.
- **Does the document to be scanned meet the requirements for setting on the platen glass?**
  For details, see page 14.

IMPORTANT
- **After turning the machine ON, or after recovering from Power Save mode (see page 88), the image may not be correctly read by the machine. Wait at least one minute before scanning.**

Scanning Methods

There are three methods of scanning images to your computer:

- **Using the MP Toolbox (See page 74)**
- **Using a TWAIN- or WIA- (Windows XP only) compliant Windows application software (See page 75)**
- **Scanning with the operation panel of the machine (See page 76)**

This section explains how to scan using these methods.

IMPORTANT
- **While the machine is scanning images to the computer, or the computer is in the sleep mode or standby mode, do not disconnect and connect the USB cable.**

Scanning Using The MP Toolbox

MP Toolbox contains buttons for scanning documents to your computer and processing and saving them. For details on using the MP Toolbox, see *Software Guide*, located on your Setup CD-ROM.

Follow this procedure:

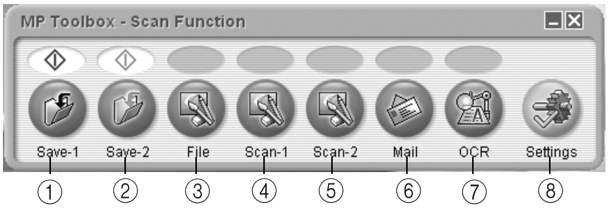
1 **Load the document on the platen glass. (See page 14)**

2 **On the Windows desktop, double-click [Canon MP Toolbox 4.1].**

- Or, click [Start] on the taskbar, point to [(All) Programs], [Canon], and [MP Toolbox 4.1], then click [Toolbox 4.1].

- **The MP Toolbox opens.**

3 **Click the MP Toolbox button to be used.**



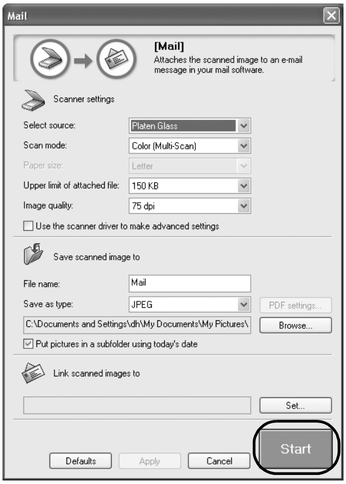
① **Save-1**	The document is scanned in black & white, and saved.
② **Save-2**	The document is scanned in color, and saved.
③ **File**	The document is scanned, and stored as a PDF file.
④ **Scan-1**	The document is scanned, and displayed in a registered application software.
⑤ **Scan-2**	The document is scanned, and displayed in a registered application software.
⑥ **Mail**	The document is scanned, and the image is attached to an e-mail using an e-mail application software.
⑦ **OCR**	The document is scanned, and converted to text data by an OCR (Optical Character Recognition) application software.
⑧ **Settings**	When a scanner other than this machine is connected to the computer, this button will enable you to select which scanner to use. Also, you can change the correspondence between the MP Toolbox buttons and the [Black] and [Color] keys.

When the utility software on the Setup CD-ROM are installed, one part will be registered in the MP Toolbox buttons.

[OCR] button	ScanSoft OmniPage SE
[Scan-1] button	ArcSoft PhotoStudio

4 If the settings screen appears, change the settings as necessary.

• For details on the settings of the screens, see *Software Guide*, located on your Setup CD-ROM.



Ex: Settings screen for [Mail] button

5 Click [Start].

• The document is scanned.

✎ **NOTE**

• The scanned document will be saved in the following location, depending on your computer environment.
 – If the [My Documents] folder contains the [My Pictures] folder, a folder with the scanning date will be created in the [My Pictures] folder, and your document will be saved in this folder.
 – If there is no [My Pictures] folder, a folder with the scanning date will be created in the [My Documents] folder, and your document will be saved in this folder.

• If you clicked [File], [Scan-1], [Scan-2], [Mail], or [OCR] in step 3, the scanned image will be displayed in the application after scanning. Send the e-mail message or perform OCR conversion. The scanned image will not be displayed if you have not installed the applications on the Setup CD-ROM or if you have not set the [Link scanned images to] setting. (See *Software Guide*, located on your Setup CD-ROM)

Scanning From An Application Software

You can scan an image from a TWAIN- or WIA- (Windows XP only) compliant application software and use the image in that application software. This procedure varies depending on the application software. Only one example is explained here. For the detailed procedure, refer to the manual of the application software you are using.

1 Load the document on the platen glass. (See page 14)

2 Start the application software to which you will scan the document and select the command to scan (such as [Import], [Acquire image], etc.).

3 Select the scanner driver.

• With Windows XP, you can use the ScanGear MP or the WIA driver as the scanner driver.
 – When using ScanGear MP, select [Canon MP370] or [Canon MP360].
 – When using a WIA driver, select [WIA Canon MP370] or [WIA Canon MP360].

4 **If necessary, in the scanner driver dialog box, preview the scan and make adjustments. (See *Software Guide*, located on your Setup CD-ROM)**

5 **Click [Scan].**

- **When scanning is complete, the scanned image will appear in the application software's display area.**

Scanning With The Operation Panel Of The Machine

By pressing [Color] or [Black] on the machine, you can scan documents to your computer.
Pressing [Color] has the same effect as clicking [Save-2] in the MP Toolbox. Pressing [Black] has the same effect as clicking [Save-1].
You can change the setting for [Save-1] and [Save-2], or assign the same operations as the other buttons. (See *Software Guide*, located on your Setup CD-ROM)

Follow this procedure:

1 **Load the document on the platen glass. (See page 14)**

2 **Press [SCAN].**

- **The machine switches to scan mode.**

3 **Press [Color] for color scanning, or [Black] for black & white scanning.**

- **The document is scanned.**

NOTE

- Although the MP Toolbox and the MP Toolbox settings dialog box open when [Color] or [Black] is pressed, the document will be scanned without having to click [Start] in the MP Toolbox.
- The subsequent procedure varies depending on your settings.
- The scanned document will be saved in the following location depending on your computer environment.
  – If the [My Documents] folder contains the [My Pictures] folder, a folder with the scanning date will be created in the [My Pictures] folder, and your document will be saved in this folder.
  – If there is no [My Pictures] folder, a folder with the scanning date will be created in the [My Documents] folder, and your document will be saved in this folder.

Chapter 10

Maintenance

▶ Replacing Ink Tanks

Low Ink Warning

When ink is running low, the LCD will display <BLACK INK LOW>, <COLOR INK LOW>, or <BLACK/COLOR INK LOW> warning you to have a new ink tank ready before the ink runs out.

When copying or photo printing, if the machine stops printing when the warning appears, you can continue printing by pressing [Set]. However, note that ink may run out (when printing from a computer, printing does not stop even if this warning message appears).

You can check the current ink level at any time. (See page 81)

NOTE

- If the low ink warning does not display even when ink runs low (see page 81), set <LOW INK WARNING> to <ON>. (See page 114)

When To Replace An Ink Tank

In general, you will need to replace an ink tank when print quality deteriorates or printouts are blank. However before replacing an ink tank, refer to the flowchart on page 82 to check whether poor print quality is due to another problem.

Compatible Ink Tanks

Ink tanks compatible with the machine are as follows:

- **Black ink tank: BCI-24 Black**
- **Color ink tank: BCI-24 Color**

● Guidelines

CAUTION

- **Keep the print head and ink tanks out of the reach of children. If a child inadvertently ingests ink, consult a physician immediately.**
- **To ensure optimum printing results and to avoid printing problems, Canon recommends using original Canon ink tanks only. Damage caused by using refilled tanks is not covered by Canon's warranty.**
- **Replaced ink tanks should be new. If you install partially used ink tanks, the nozzles may block and the ink counter may not be accurate.**
- **For best ink quality, use ink tanks within one year of purchase. After placing ink tanks in the machine, use the ink tanks within six months.**
- **Do not open the ink tank packaging until ready to install. After opening the ink tank packaging, use the ink tanks within six months.**

• Do not touch printouts with wet hands or spill liquids on them as the ink may run.
• Replace ink tanks quickly. Once installed, do not remove it from the machine and leave out in the open. Doing so may cause the ink tank not to function when reinstalled in the machine.

Replacing An Ink Tank

This section describes how to replace an ink tank. To know when to replace an ink tank, see page 77. After replacing an ink tank, reset the ink counter as quickly as possible. (See page 80) Please note that if you do not reset the ink counter after replacing an ink tank, the low ink warning will not display properly (see page 77) and you will not be able to check the ink level. (See page 81)

⚠ CAUTION
• Do not replace ink tanks while the machine is printing or performing another operation.

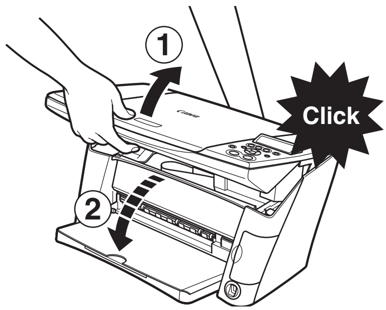
Follow this procedure:

1 Make sure the power is turned ON.

2 Lift the scan unit until it locks into place ①.

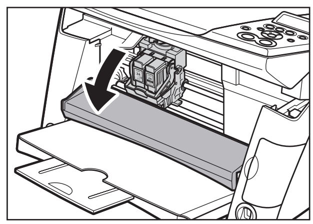
- When the machine is ON, the paper output tray automatically opens when the scan unit is lifted ②. If the paper output tray does not open, press the Open button to open the paper output tray.

• The print head holder moves to the middle.

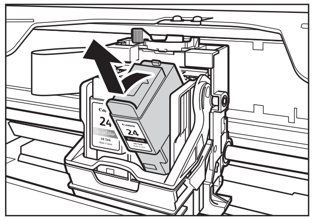


3 Open the inner cover.

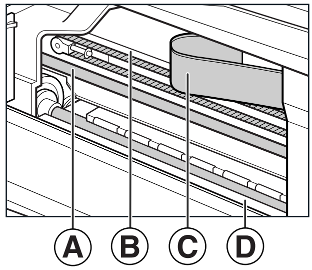
⚠ CAUTION
• Do not try to manually move or stop the print head holder.
• Do not touch any metal parts.



4 **Hold the empty ink tank’s tab and pull forward to release. Lift out the ink tank.**

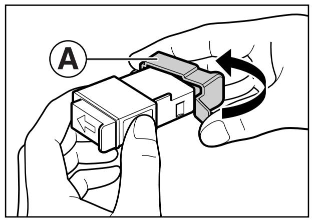


⚠ CAUTION
- **Do not remove the print head from the machine.**
- **Remove one ink tank at a time.**
- **Do not touch the round shaft Ⓐ, transparent film Ⓑ, film cable Ⓒ, ink absorber (sponge part) Ⓓ, or any metal parts.**

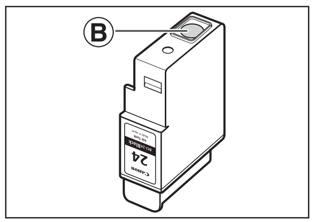


IMPORTANT
- **Discard the empty ink tank immediately according to local laws and regulations for disposal of consumables.**
- **Handle ink tanks carefully to avoid staining clothing or the surrounding area.**

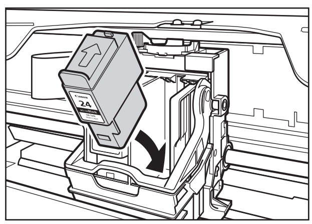
5 **Remove the new ink tank from its packaging. Then hold the ink tank as shown and remove the protective cap Ⓐ.**



⚠ CAUTION
- **Do not touch the ink port Ⓑ.**
- **Do not shake or drop the ink tank as the ink may leak and stain your clothes or hands.**
- **Do not attempt to reattach the protective cap once you remove it.**
- **Do not place the ink port in contact with any other surface.**



6 **Insert the ink tank into the empty slot on the print head.**
- Press firmly on the ink tank's tab until it locks into place.



IMPORTANT
- **Set a black ink tank in the right slot of the print head.**
- **Set a color ink tank in the left slot of the print head.**

7 **If you need to replace another ink tank, repeat steps 4 to 6.**

8 **Close the inner cover.**

⚠ CAUTION
- **Press the center of the inner cover until the cover locks into place.**

9 Return the scan unit to its original position.

• The LCD displays a message asking if you replaced an ink tank.

```
INK TANK CHANGED?
 - YES          NO +
```

10 Press [◀].

• The LCD displays a message asking if you replaced the black ink tank.

```
BLACK INK CHANGED?
 - YES          NO +
```

11 If you replaced the black ink tank, press [◀]. If you did not, press [▶].

• The LCD displays a message asking if you replaced the color ink tank.

```
COLOR INK CHANGED?
 - YES          NO +
```

12 If you replaced the color ink tank, press [◀]. If you did not, press [▶].

• The ink counter is now reset, and replacement of the ink tanks is completed.

NOTE

- To check the ink level of the ink tanks at any time, see page 81.
- Pressing [▶] does not reset the ink counter. Be sure to press [◀] if you replaced the ink tank.
- If you pressed [▶] by mistake, follow the procedure to reset the ink counter. (See below)

Resetting The Ink Counter

The ink counter keeps track of how much ink is left in the ink tanks, enabling the machine to warn you when ink is running low. Thus, reset the ink counter when replacing ink tanks. Also you can check the current ink level of the ink tanks at any time.

When you replace an ink tank, the LCD will automatically prompt you to reset the ink counter. However, if for any reason you did not reset the ink counter when replacing the ink tanks, follow this procedure to reset it.

NOTE

- PC You can also reset the ink counter from your computer. (See *Software Guide*, located on your Setup CD-ROM)
- The ink counter cannot be reset while the [Alarm] lamp is lit.

Follow this procedure:

1 Press [Additional Functions].

```
USER DATA
 1.INK VOLUME
```

2 Use [◀] or [▶] to select <`1.INK VOLUME`>.

```
USER DATA
 1.INK VOLUME
```

3 Press [Set].

```
INK VOLUME
 1.LOW INK WARNING
```

4 Use [◀] or [▶] to select <2.INK COUNT RESET>.

```
INK VOLUME
 2.INK COUNT RESET
```

5 Press [Set].

- **The LCD displays a message asking if you replaced the black ink tank.**

```
BLACK INK CHANGED?
 - YES          NO +
```

NOTE
- Do not press any keys other than [◀] or [▶].

6 If you replaced the black ink tank, press [◀]. If you did not, press [▶].

- **The LCD displays a message asking if you replaced the color ink tank.**

```
COLOR INK CHANGED?
 - YES          NO +
```

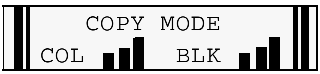
7 If you replaced the color ink tank, press [◀]. If you did not, press [▶].

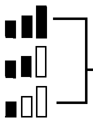
- **The ink counter is now reset.**

NOTE
- Press [Stop/Reset] to switch the machine to standby mode.

Checking The Ink level

If you reset the ink counter when you installed/replaced the ink tanks, you can check the current ink level of the ink tanks at any time.
To check the current ink level of the ink tanks, press [COPY], [SCAN], or [PHOTO PRINT].
The LCD will display the ink level for approx. three seconds.

Ex:




Indicates the remaining ink volume at three different levels.

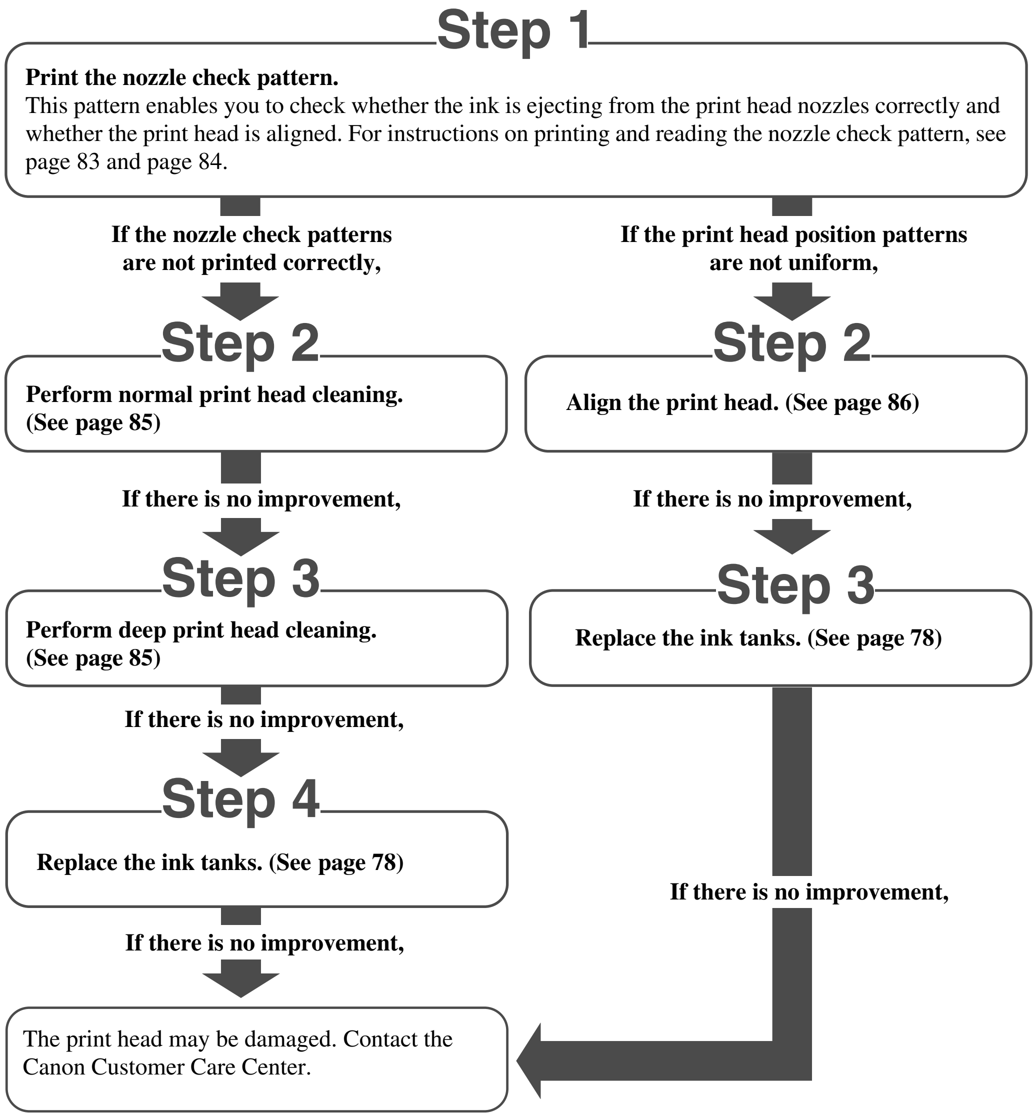
? Indicates the ink counter was not reset after replacing the ink tanks.

NOTE
- The LCD will not display the ink level when <LOW INK WARNING> is set to <OFF>.

▶ Maintaining The Print Head

You can print a nozzle check pattern to check whether each print head is operating properly, and then clean or align the print head.

Flowchart Of Print Head Maintenance



Printing The Nozzle Check Pattern

The nozzle check pattern shows whether the print head is operating properly.

NOTE

- PC You can also print the nozzle check pattern from your computer. (See *Software Guide*, located on your Setup CD-ROM)

Follow this procedure:

1 **Load letter- or A4-size plain paper in the multi-purpose tray.**

2 **Press [Additional Functions].**

```
USER DATA
 1.INK VOLUME
```

3 **Use [◀] or [▶] to select <2.MAINTENANCE>.**

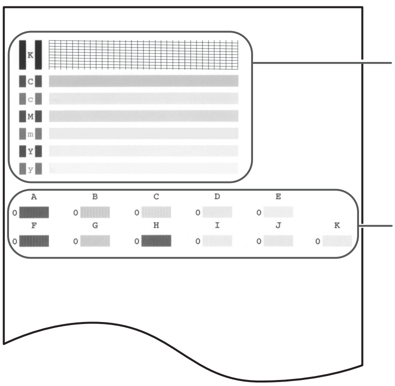
```
USER DATA
 2.MAINTENANCE
```

4 **Press [Set].**

```
MAINTENANCE
 1.NOZZLE CHECK
```

5 **Press [Set].**

- **The machine prints a nozzle check pattern.**

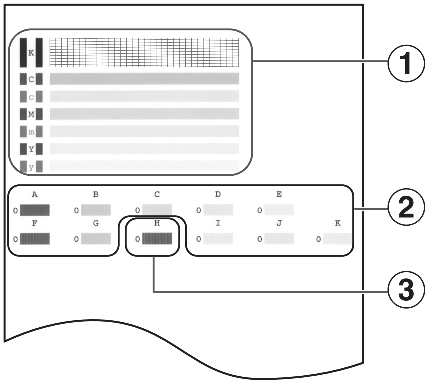


Nozzle check pattern
For details on confirming the nozzle check pattern, see page 84.

Print head position
For details on confirming the print head position pattern, see page 84.

Confirming The Nozzle Check Pattern

This section describes how to confirm the nozzle check pattern and print head position pattern.



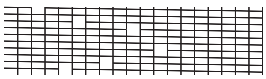
NOTE

- If the ink level is low, the nozzle check pattern is not printed correctly. If the ink level is low, replace the relevant ink tank. (See page 78)

● If the lines are broken, or white lines are present in pattern ①:

1. Clean the print head. (See page 85)

Broken lines



White lines



● If the pattern ② is not uniform:

1. Align the print head. (See page 86)

Not uniform



Uniform



● If white vertical lines are obvious in pattern ③:

1. Align the print head. (See page 86)

White lines



Cleaning The Print Head

If the printed nozzle check pattern is broken, missing, or a specific color is not printed, clean the print head.

NOTE

- Cleaning the print head consumes a small amount of ink. Cleaning too often reduces the amount of ink in the ink tanks.
- Your machine performs print head cleaning every time you plug in the power cord. The machine also performs the cleaning periodically when it is ON.
- PC You can also clean the print head from your computer. (See *Software Guide*, located on your Setup CD-ROM)

Follow this procedure:

1 Press [Additional Functions].

2 Use [◀] or [▶] to select <2.MAINTENANCE>.

3 Press [Set].

4 Use [◀] or [▶] to select <2.CLEANING> or <3.HEAD REFRESHING> as necessary.

Ex:
```
MAINTENANCE
 2.CLEANING
```

–<CLEANING>: Performs normal print head cleaning.
–<HEAD REFRESHING>: Performs deep print head cleaning.

5 Press [Set].

Ex:
```
CLEANING
```

IMPORTANT

- **If normal print head cleaning does not improve print quality, perform deep print head cleaning.**

NOTE

- When cleaning has finished, the machine will return to standby mode and no document will be printed.

Aligning The Print Head

If you have printed the nozzle check pattern (see page 83) and determined that the print head needs aligning, align it from the operation panel.

NOTE

- **PC** You can also align the paper from your computer. (See *Software Guide*, located on your Setup CD-ROM)

Follow this procedure:

1 Load letter- or A4-size plain paper in the multi-purpose tray.

2 Press [Additional Functions].

3 Use [◀] or [▶] to select <2.MAINTENANCE>.

4 Press [Set].

5 Use [◀] or [▶] to select <4.ALIGN PRINT HEAD>.

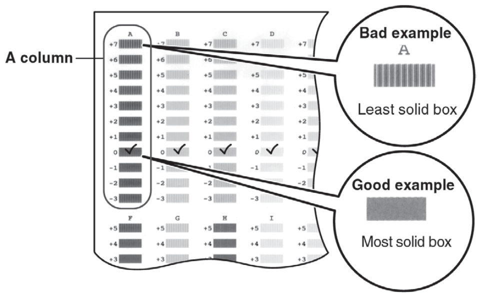
```
MAINTENANCE
 4.ALIGN PRINT HEAD
```

6 Press [Set].

```
HORIZ. PATTERN
PRINTING...
```

- **The machine prints a print head position pattern.**

7 Beginning from column A on the printout, enter checkmarks in the patterns that have the most solid image.



8 Use [◀] or [▶] to select the pattern number that you checked in column A on the printout in step 7.

Ex:
```
CHANGE H VALUE
     A   0
```

Column — Select pattern number with most solid image.

9 **Press [Set].**

Ex:
```
CHANGE H VALUE
     B   O
```

10 **Repeat steps 8 and 9 for columns B to K.**

Using The Calibration Function

If the color tone of copies or scans of photos differs from that of the original, you can use the calibration function to adjust the color tone printed.

Follow this procedure:

1 **Press [Additional Functions].**

2 **Use [◀] or [▶] to select <2.MAINTENANCE>.**

3 **Press [Set].**

4 **Use [◀] or [▶] to select <6.CALIBRATION>.**

```
MAINTENANCE
 6.CALIBRATION
```

5 **Press [Set].**

```
CALIBRATING...
```

- **The machine starts calibrating.**
- **When calibration completes, the machine switches to the standby mode.**

Setting The Power Save Timer

Power Save mode is the mode in which the scanning lamp is shut off. You can specify the length of time until the machine enters the Power Save mode by using the Power Save Timer setting. If you perform an operation immediately after recovering from Power Save mode, the image may not be correctly read by the machine. If you use the machine frequently, we recommend that you set the Power Save Timer to <4 HOURS> or <8 HOURS>.

IMPORTANT

- **After recovering from Power Save mode, wait at least one minute before scanning or copying.**
- **The default setting is <1 HOUR>.**

Follow this procedure:

1 Press [Additional Functions].

2 Use [◀] or [▶] to select <7.POWER SAVE TIMER>.

```
USER DATA
 7.POWER SAVE TIMER
```

3 Press [Set].

Ex:
```
POWER SAVE TIMER
              1 HOUR
```

4 Use [◀] or [▶] to select the time to switch the machine to Power Save mode.

–<1 HOUR>: Switches the machine to Power Save mode if any key on the operation panel is not pressed for one hour.

–<4 HOURS>: Switches the machine to Power Save mode if any key on the operation panel is not pressed for four hours.

–<8 HOURS>: Switches the machine to Power Save mode if any key on the operation panel is not pressed for eight hours.

5 Press [Set].

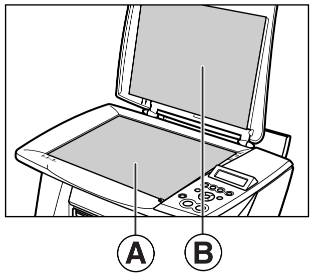
▶ Cleaning Your Machine

This section describes the necessary cleaning procedures for your machine.

⚠ CAUTION
- **Be sure to turn OFF the power and disconnect the power cord before cleaning the machine.**
- **Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges. Use a soft cloth to avoid scratching the components.**
- **Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine; these can damage the machine's components.**

Cleaning The Platen Glass And Document Cover

Wipe the platen glass Ⓐ, and the inner side of the document cover (white area) Ⓑ with a clean, soft, lint-free cloth moistened with water. Then wipe with a clean, soft, dry, lint-free cloth making sure not to leave any residue, especially on the platen glass. If you have trouble getting the scanning area clean, wipe with diluted mild detergent (for dish washing).



Cleaning The Exterior

Wipe the machine's exterior with a clean, soft, lint-free cloth soaked in water and tightly wrung.

Cleaning The Roller

Clean the roller when paper does not feed correctly.

Follow this procedure:

1 **Remove any paper from the multi-purpose tray.**

2 **Press [Additional Functions].**

3 **Use [◀] or [▶] to select <2.MAINTENANCE>.**

4 **Press [Set].**

5 **Use [◀] or [▶] to select <5.ROLLER CLEANING>.**

```
MAINTENANCE
 5.ROLLER CLEANING
```

6 **Press [Set].**

```
ROLLER CLEANING
```

- **The machine starts cleaning the roller.**

7 **When cleaning has finished, repeat steps 2 to 6 for a total of three times.**

8 **Load letter- or A4-size plain paper in the multi-purpose tray and repeat steps 2 to 6 an additional three times.**

Chapter 11

Troubleshooting

Problems Installing And Uninstalling Software

▶ MP Drivers/MP Toolbox

Cause	Action
Software is not installed correctly.	If you have not followed the installation procedure correctly, reinstall the software. If there was an error during installation and installation was not completed, restart your computer and reinstall the software.
Other applications are open.	Close all applications and reinstall the software.
The computer has an old version of the software installed. (Canon MultiPASS is registered as a startup item in the Start menu program.)	Uninstall the earlier version of the software following the instructions in the *Software Guide* of that version, and reinstall the new version.

▶ MP Toolbox Only

Cause	Action
Installation is not completed, and unnecessary files remain.	Follow this procedure: 1. To prepare for forced re-installation, on the Windows desktop, double-click [My Computer]. Open the CD-ROM icon, then double-click [Frclnst.exe] or [Frclnst] in the [\MP\English\Toolbox\Setup\Frclnst.exe] folder. 2. Then double-click [Setup.exe] or [Setup] in the [\MP\English\Toolbox\Setup.exe] folder to reinstall.

▶ MP Drivers Only

Cause	Action
Windows 2000 Service Pack 1 (SP1) is not installed on the computer.	Install Windows 2000 Service Pack 1 (SP1) or later. To acquire Service Pack, contact Microsoft Corporation.

- **Uninstallation of the MP Drivers takes too long (Windows XP).**

Cause	Action
Other applications, including anti-virus software, are running in the background.	Close any open applications (including anti-virus software) before uninstalling the software.

- **Uninstallation was completed, but the [Canon] folder remains in the [Start] menu.**

Cause	Action
MP Drivers were uninstalled prior to uninstalling the MP Toolbox.	Go to the [Start] menu, open [Taskbar and Start Menu Properties] and remove [Canon] from here.

- **The message <Version conflict> appears on your computer (Windows 98).**

Cause	Action
The computer has Photoshop installed.	If the message <Version conflict> or <Windows 98 file language or...> appears during installation, click [Yes] or [No]. Whichever you click, installation thereafter will continue trouble-free. Also, the installed MP Drivers can be used without problem.

- **Cannot use the software after upgrading to Windows XP.**

Cause	Action
OS was upgraded to Windows XP from Windows 98/Me/2000, without uninstalling the software.	Uninstall the software and then reinstall it. (See page 67)

- **In [Device Manager], green mark [?] is displayed (Windows Me).**

Cause	Action
In [Device Manager], green mark [?] is displayed.	For the [Device Manager], it is common for the green mark [?] to display in Windows Me. Continue to use the machine as is.

- **You installed the utility software, such as ArcSoft PhotoStudio or ScanSoft OmniPage SE, on the Setup CD-ROM but they were not registered in the MP Toolbox.**

Cause	Action
You installed the applications with the MP Toolbox open.	Click [Defaults] to register them. (See *Software Guide*, located on your Setup CD-ROM)

Paper Is Jammed

▶ Removing Jammed Paper

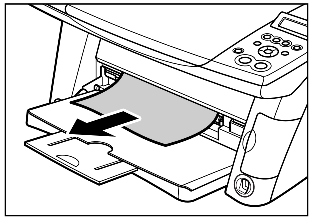
If <CLEAR PAPER JAM> is displayed on the LCD, follow this procedure to clear the paper jam.

Clearing Jams In The Paper Output Tray

Follow this procedure:

1 Gently pull any jammed paper out of the paper output tray.

- If you cannot see any jammed paper in the paper output tray, remove it from the machine's interior.



2 Press [Set].

- PC If you are printing from an application software, follow the instructions displayed on your computer.

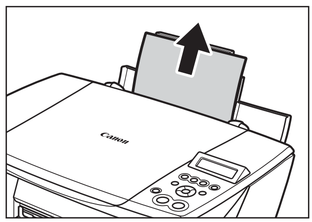
Clearing Jams From The Multi-purpose Tray

Follow this procedure:

1 Gently pull out any jammed paper from the multi-purpose tray.

2 Press [Set].

- PC If you are printing from an application software, follow the instructions displayed on your computer.



If There Are Repeated Paper Jams

Paper jams can occur repeatedly when the roller is not operating correctly, or paper is not loaded correctly. Paying attention to the following points, reload the paper or clean the roller.

Item to be checked	Checking point	Corrective action
Roller	Is the roller clean?	If the roller is dirty, clean it. (See page 89)
	Is the roller operating properly?	If the roller is not operating properly, contact the Canon Customer Care Center.
Paper	Do the sheets of paper stick together?	Fan the sheets of paper well before loading.
	Are the edges of the paper aligned?	Align the edges of the paper.
	Is the paper guide adjusted correctly?	Adjust the paper guide correctly.
	Does the paper stack exceed the paper limit mark?	Make sure the paper stack does not exceed the paper limit mark when loading. (See page 22)
	Is there any different type of paper in the paper stack?	Only use the same type of paper.
	Does the paper meet the requirements of this machine?	Use the paper meeting the requirements of this machine. (See page 15)

No Power

▶ Nothing Displays On The LCD (There Is No Power)

When you connect the power cord to the machine and wall outlet, and press [ON/OFF], the machine powers ON and a message is displayed on the LCD.
While the [Alarm] lamp flashes, the machine is initializing and you will not be able to use it. Wait until the [Alarm] lamp stops flashing.
If nothing is displayed on the LCD, check the cause of the following.

Cause	Action
The power cord is not correctly connected.	Securely connect the power cord to the machine and wall outlet.
You have not pressed [ON/OFF].	The machine will power ON and the LCD will display a message when you connect the power cord and press [ON/OFF].
The wall outlet is not working normally.	Connect an electrical appliance to the wall outlet and check whether the wall outlet is working properly.
The power cord is connected to a table tap or extension cord.	If the table tap or extension cord has a power switch, check that it is turned ON. If the machine does not power ON, disconnect it from the table tap or extension cord and connect the machine directly to the wall outlet.
The power cord is defective.	Either replace the power cord with another, suitably fused, or using a tester, check whether the cord is defective.

Cannot Copy Or Print

▶ Cannot Print At All, Cannot Print Correctly

When Copying Or Printing From A Computer

Cause	Action
Ink has run low or out.	Check whether the ink tanks are empty. Replace the ink tanks if necessary.
The print head is dirty.	Clean the print head. (See page 85)
The [Alarm] lamp is flashing.	If it is flashing, see *"When The [Alarm] Lamp Flashes,"* on page 106.
The ink tanks are not installed correctly.	Lift the scan unit until it locks into place, and open the inner cover, then check that the ink tanks are securely inserted. Also, check that the ink tanks are inserted in the correct slots. (See page 78)
The ink is not ejecting correctly, or the print head is misaligned.	Print the nozzle check pattern (see page 83), or try a print head cleaning (see page 85).
The paper is too thick.	Use 17 lb.–28 lb. (64 g/m^2–105 g/m^2) paper. (See page 15)

Cause	Action
The paper stack exceeds the capacity of the multi-purpose tray.	If the paper stack exceeds the paper limit mark, or exceeds the capacity of the multi-purpose tray, reduce the amount of paper. (See page 15)
The paper is not loaded correctly.	Check that the paper has been loaded correctly and that the paper guide is properly adjusted. (See page 22)
The paper is creased or curled.	You cannot use paper that is creased. Uncurl the paper, then load it into the multi-purpose tray.
The roller is dirty.	Clean the roller. (See page 89)
There is some foreign matter in the multi-purpose tray.	Check and remove any foreign matter.
The paper guide is pressed too closely to the edge of the paper.	Remove the paper from the multi-purpose tray. Pinch the paper guide and slide it to the left. Then restack the paper and insert it back into the multi-purpose tray. Pinch the paper guide and adjust it to the left side of the stack.
The paper thickness lever is not set correctly.	When the paper thickness lever is set incorrectly and you print or copy documents with large quantities of ink such as documents with a lot of details, the printout may curl or smudge. Move the paper thickness lever to the correct position according to the paper type. (See page 15)
Recommended paper is not used.	Use recommended paper. (See page 15)
The paper type set from the computer or operation panel of the machine differs from the type of paper loaded in the multi-purpose tray.	Set to the paper type loaded. (See page 25)
The machine's interior is dirty.	If the machine's interior is dirty with ink or there is a build-up of paper dust, your printout may contain ink stains or be smudged. Clean the machine. (See page 89)

When Copying

Cause	Action
The document is not loaded correctly.	Check that the document is loaded correctly on the platen glass. (See page 14)
The image quality displayed on the LCD is not suitable for the document.	The image quality selection needs to be changed. (See page 27)
The document is not loaded with the side to be copied face down.	The side to be copied should be face down.
The document that is copied has been digitally printed.	Printing an original file may provide improved output quality compared to making a copy of a document that has been digitally printed.

Cause	Action
The platen glass or the inside of the document cover is dirty.	Clean the platen glass and the inside of the document cover. (See page 89)

▶ Paper Curls

Cause	Action
You are using thin paper to print.	Use 17 lb.–28 lb. (64 g/m^2–105 g/m^2) paper. (See page 15)
You have set curled paper in the multi-purpose tray.	Uncurl the paper, then load it into the multi-purpose tray.
You are printing images that use a large quantity of ink such as photographs or pictures.	Use thicker paper such as High Resolution Paper or Glossy Photo Paper.

▶ Outputting Stops In-progress

When Copying Or Printing From A Computer

Cause	Action
Paper does not feed properly.	See *"Cannot Print At All, Cannot Print Correctly,"* on page 94.
The machine has been printing continuously over a long period.	If so, the print head will overheat. To protect the print head, printing will stop temporarily and resume after a period of time. Interrupt printing when appropriate, turn OFF the machine, and wait at least 15 minutes. **⚠ CAUTION** • **The area around the print head may become extremely hot. Do not touch it under any circumstances.**

When Copying

Cause	Action
You are copying documents such as photographs or illustrations with fine mode.	If you are copying documents with fine mode, processing the data will take time, and copying will appear to have stopped. Wait until data is processed. If you are copying a document with a large printing area (with small margins) or are copying multiple sets, copying may stop to allow the ink time to dry.

Memory Card Problems (MP370)

▶ Memory Card Is Not Recognized

Cause	Action
The memory card is not correctly inserted into the card slot.	• Reinsert the memory card into the card slot securely. (See page 40) • Reinsert the memory card into the appropriate card slot. (See page 40) • Reinsert the memory card into the card slot with its front side (labeled side) facing outside. (See page 40)
The xD-Picture Card is directly inserted into the card slot.	Remove the memory card, insert it into the Compact Flash card adapter correctly, and insert the Compact Flash card adapter into the card slot. (See page 40)
The memory card or the Compact Flash card adapter (in case of xD-Picture Card) is defective.	Try another memory card, as the first memory card may be damaged. In this case, reformat the memory card with the digital camera. When you reformat the memory card with the digital camera, all the data on the memory card will be deleted. If you can read image data on the computer, reformat the memory card after you have backed up the image data. If you still have problems with another memory card, the Compact Flash card adapter may be defective, or the card is not operating correctly with the machine.

▶ Images On The Memory Card Are Not Recognized

Cause	Action
There is no image on the memory card.	Check if there is any image data on the memory card using your digital camera or computer.
There is some invalid image data on the memory card.	If <NO FILES ON CARD> is displayed on the LCD, there are only invalid images on the memory card. If a message is displayed, see page 109.

▶ Cannot Print Correctly From The Memory Card

Cause	Action
"?" is printed in the index.	The image data does not comply with the DCF (Design Rule for Camera File System: Please see URL http:// www.cipa.jp/exifprint/contents_e/olexif2_e.html) standard, or the image data is not in JPEG format. Check the image data in your digital camera or computer. Or, the size of the image data may be too large. If you cannot print the photograph directly from the machine's card reader, open the data and print it from your computer.

▶ PC Cannot Write To A Memory Card From PC

Cause	Action
<CARD PROTECT> is set to <ON> or Photo Print mode is entered.	Press [Additional Functions] and set <CARD PROTECT> to <OFF>. After switching to another mode, disconnect and reconnect the USB cable.
Cannot write to an SD Secure Digital memory card.	If you are using an SD Secure Digital memory card, depending on how you insert it, the write protect lock occasionally may lock. If this occurs, release the SD Secure Digital memory card lock, and while being cautious not to engage the write protect lock, insert the memory card.

▶ PC Removable Disk Does Not Appear In Windows Explorer

Cause	Action
A drive following the local volumes and CD-ROM drives is assigned as a network drive.	If you experience this problem: 1. Assign the network drive to a different drive letter. 2. Restart your computer.

▶ PC The [Unplug/Eject] Icon Does Not Appear (Windows 2000)

Cause	Action
In the case of a multi-function machine, the [Unplug/Eject] icon does not appear even when you select [Show Unplug/Eject icon in the taskbar] in the [Unsafe Removal of Device] dialog box. This dialog box displays when you turn OFF the machine or disconnect the USB cable.	You do not need to use the [Unplug/Eject] icon when you turn OFF the machine or disconnect the USB cable.

▶ PC The Machine Does Not Appear In [Hardware devices] In The [Add/Remove Hardware] Dialog Box (Windows 2000)

Cause	Action
In the case of a multi-function machine, the machine does not appear in [Hardware devices] in the [Add/Remove Hardware] dialog box.	The [Unsafe Removal of Device] dialog box will display the message [To safely unplug or eject any of the following devices, first use the Hardware wizard in the Control Panel to stop the device]. There is however no need to unplug a device with [Add/Remove Hardware] when you turn OFF the machine or disconnect the USB cable.

▶ PC In Windows Explorer, You Cannot Display [Thumbnails] (Windows 2000)

Cause	Action
<CARD PROTECT> is set to <ON> or Photo Print mode is entered.	Press [Additional Functions] and set <CARD PROTECT> to <OFF>. After switching to another mode, disconnect and reconnect the USB cable.

▶ PC The Memory Card Is Recognized As A Drive Other Than [Removable Disk]

Cause	Action
Memory card was inserted in the card slot at the time the computer was turned ON.	Some computers may have this trouble. Remove the memory card and restart your computer.

▶ PC Computer Cannot Be Started

Cause	Action
You attempted to turn ON your computer with a memory card inserted in the machine.	Some computers may have this trouble. If a memory card is inserted in the machine and the machine is connected to the computer, your computer may not start. Remove the memory card, then start the computer. In the computer's BIOS settings, if you set up the order so that the hard disk that starts Windows starts before the USB device, your computer will start even with a memory card inserted in the machine. For details on BIOS settings, refer to your computer's manual.

Problems Printing From Your Computer

Cause	Action
The background of the BJ Status Monitor picture is yellow or red.	Follow the instructions in the BJ Status Monitor. (See *Software Guide*, located on your Setup CD-ROM) If <Service error 5100> appears: Clear the paper jam (see page 92) or foreign object that is preventing the print head holder from moving, then cancel printing from your computer and press [Set]. If the message remains, press [ON/OFF] to turn the machine OFF, then press again to turn it ON.
Trying to print in DOS.	You can only print in Windows.
Not enough memory in the application.	If other applications are open, close them to increase the available memory. Refer to the application's manual to check the amount of memory required.
The page setting or print setting in the application is incorrect.	Correct the setting, then try to print again. For details, see *Software Guide*, located on your Setup CD-ROM.
The hard disk does not have enough available space.	Delete unnecessary files to increase the available disk space.
There is a problem with the printer driver.	Uninstall the printer driver and reinstall it. (See *Software Guide*, located on your Setup CD-ROM)
The printer cable is too long.	Avoid using USB cables longer than 16 3/8 feet (5 m).
Density is set too high.	The printout may curl or smudge if density is set too high in the printer driver. In the Properties dialog box, on the [Main] tab, click [Manual] in [Color Adjustment], then click [Set]. In the [Manual Color Adjustment] dialog box, reduce the density with the Intensity slider. (See *Software Guide*, located on your Setup CD-ROM)
When printing a specific document, meaningless characters and symbols are printed.	Edit the document and try printing again. If this does not work, there is a problem with the application software. Contact the application software manufacturer.
Print settings are not set correctly in the printer driver.	In the Properties dialog box, on the [Main] tab, click [Settings] and select the appropriate driver settings.
You are printing outside the printable area.	Change the margin settings in the application to keep the document within the recommended printable area.
The [Media Type] setting is incorrect.	In the Properties dialog box, on the [Main] tab, set [Media Type] to the paper type to be printed. Depending on the content printed, even if the setting is correct, the printout may smudge. (See *Software Guide*, located on your Setup CD-ROM)
A cause other than the above is suspected.	Restart the computer.

▶ Cannot Print To A Shared Printer

Cause	Action
The server (the computer to which the machine is connected) is not turned ON.	Turn ON the server.
The server is not set up for printer sharing.	Set up the server for printer sharing. (See *Software Guide*, located on your Setup CD-ROM)
The server is not set up to allow your system access to the shared printer.	Set up the server to allow your system access to the shared printer.

Problems Scanning

Cause	Action
The USB hub or repeater is defective.	If you can scan documents successfully after connecting the USB cable directly to the computer, the USB hub or repeater may be broken. Replace if necessary.
You cannot scan because the machine is connected to a USB hub.	Connect the USB cable directly to the computer without using a USB hub. To connect to the computer via a USB hub, overwrite the INI file by the following procedure. We recommend that you copy to another folder the files you open in 1., and save the files before overwriting them. 1. In Memo Pad or Text Editor, open the following files. ● Windows 98/Me Windows/System/CNCMP51.ini ● Windows 2000 Winnt/system32/CNCMP51.ini ● Windows XP Windows/System32/CNCMP51.ini 2. Below the last line, add the following two lines, and save the files. Be careful not to overwrite any other portion of the file. [Scan] ReadSize=16
After installing the MP Toolbox and MP Drivers, you installed a TWAIN-compliant application.	After installing the software on the machine, if you install a TWAIN-compliant application, the TWAIN system files may not be correctly overwritten, and thus images may not be scanned. Uninstall the software from the machine, then reinstall it. (See page 67)

Cause	Action
The machine is not recognized in the [Scanners and Cameras] window of [Control Panel].	Follow this procedure to check whether the machine icon is present in [Scanners and Cameras] of [Control Panel]: 1. Confirm that the USB cable is connected, and start the computer. 2. Click [Start] on the taskbar, point to [Settings], then click [Control Panel]. (Windows XP: Click [Start] on the taskbar, then [Control Panel].) 3. Double-click [Scanners and Cameras]. (Windows XP: In the [Control Panel] window, click [Printers and Other Hardware], then [Scanners and Cameras].) 4. In the [Scanners and Cameras] window, if [Canon MP370] or [Canon MP360] (Windows XP: [WIA Canon MP370] or [WIA Canon MP360]) is present, the machine is recognized. If not, uninstall the software and reinstall it. (See page 67)
Memory is insufficient.	Close other open applications and try again.
The hard disk does not have enough available memory.	Check that the hard disk has enough available memory, in particular when scanning large documents at a high resolution. For example, a letter-size document scanned at 600 dpi, color requires a minimum of 300 MB of memory. If you do not have enough available memory, scan the document at a lower resolution.
The resolution is low.	If the image looks grainy, increase the scan resolution. (See *Software Guide*, located on your Setup CD-ROM)
The image is not displayed at 100% magnification in the application.	Display the image at 100% magnification. Some applications do not display a small image very well.
There is moire when you scan printed material.	In ScanGear MP, click [Descreen]. (See *Software Guide*, located on your Setup CD-ROM)
The monitor display colors are set too low.	In [Display Properties], set the display colors to 16-bit color, 24-bit color or higher.
The scanning area is not specified.	In ScanGear MP, click [Multi-Scan] to automatically specify the scan area. If there are white margins around documents such as photographs, or if you want to trim a document (i.e. you want to scan only one part of a document), specify the area of the scan manually. (See *Software Guide*, located on your Setup CD-ROM)
The scanned area does not cover the entire document.	Place the document approximately 1/8 in. (3 mm) away from the front and right edges of the platen glass.
The color tone displayed in the preview screen differs from that of the original.	Perform calibration to scan the image with the correct color tone. (See *Software Guide*, located on your Setup CD-ROM)
A cause other than the above is suspected.	Restart the computer.

▶ You Tried To Create A Multi-page PDF, But Were Not Able To Scan Multiple Documents

Cause	Action
The ScanGear MP (Advanced Mode) setting in the [Preferences] dialog box is incorrect. (Because [Automatically quit ScanGear MP after scanning] is selected in [Preferences] of Advanced Mode, multiple documents cannot be scanned.)	If you want to scan additional documents, follow the steps below to deselect [Automatically quit ScanGear MP after scanning] before scanning. 1. Click a button other than [Settings] on the MP Toolbox. The respective setting dialog box is displayed. 2. Select [Use the scanner driver to make advanced settings]. Then click [Start] to open ScanGear MP. 3. Click the [Settings] tab, then click [Preferences]. The [Preferences] dialog box is displayed. 4. Remove the check mark from [Automatically quit ScanGear MP after scanning], then click [OK]. Scan documents.

▶ When You Click A Button On The MP Toolbox, An Unwanted Application Opens

Cause	Action
In the MP Toolbox, the application you want to open is not registered.	Click a button on the MP Toolbox, click [Set] on the screen displayed, and select the application you want to open for that button. (See *Software Guide*, located on your Setup CD-ROM)

▶ You Opened The Properties Dialog Box From The [Scanners and Cameras] Icon And Changed The Settings, But The Settings Were Not Activated (Windows 2000)

Cause	Action
The settings are not activated because you have not restarted your computer.	Once you have changed your settings, restart your computer.

▶ Cannot Scan Correctly With Multi-Scan

Cause	Action
The position or orientation of the documents is incorrect.	Place the documents so that the position and orientation of the documents meet the following requirements. • There should be a gap of at least 3/8 in. (1 cm) between the edge of the platen glass and documents. • There should be a gap of at least 3/8 in. (1 cm) between the edges of the documents. • There should be 10 documents or less. • The documents should be straight (any tilting should be kept within 10 degrees).
The document is not set flat on the platen glass.	Press on the document cover with your hand when scanning.
You are using an application that cannot scan multiple images successively.	Check the application's manual or contact the application software manufacturer.
You are scanning thick (max. 3/4 in./20 mm) or curled documents.	Press on the document cover with your hand when scanning.
The document is smaller than 3/8 inch (1 cm) × 3/8 inch (1 cm).	You cannot use Multi-Scan for documents smaller than 3/8 inch (1 cm) × 3/8 inch (1 cm). Scan each document separately.
You are scanning a document whose long side is four or more times longer than the short side.	You cannot use Multi-Scan if the long side of the document is four or more times longer than the short side. Scan each document separately.

▶ Scanned Image Is Displayed Large (Small) On The Computer Screen

Cause	Action
The image is displayed large (small) in the application.	Enlarge or reduce the image display in the application.
The resolution is too high or too low.	The image will be large if resolution is high. It will be small if resolution is low. Set the resolution as necessary. (See *Software Guide*, located on your Setup CD-ROM)

The Cover Cannot Be Closed

▶ The Inner Cover Cannot Be Closed

Cause	Action
The scan unit is returned to its original position before the inner cover is closed.	Lift the scan unit until it locks into place, and close the inner cover by pressing the center of the cover until the cover locks into place. Then, return the scan unit to its original position.

▶ The Paper Output Tray Cannot Be Closed

Cause	Action
The inner cover is not closed properly.	Lift the scan unit until it locks into place, then press the center of the inner cover until the cover locks into place.

▶ The Paper Output Tray Cannot Be Opened

Cause	Action
The machine is not placed on a flat surface.	Place the machine on a flat surface.

▶ When The [Alarm] Lamp Flashes

If a paper jam occurs while printing, the [Alarm] lamp flashes. Check the cause of the error below and take corrective actions.

● If a message appears:

1. **Check the message appearing on the LCD.**
2. **Follow the instructions and correct the error.**
   - For LCD messages, see page 107.
3. **Press [Set] to resume operation.**
   - **The [Alarm] lamp will stop flashing.**
   - If the error remains, turn OFF the machine and disconnect the power cord. Wait at least 15 seconds then reconnect the power cord and turn ON the machine.

● If a message does not appear:

1. **Turn OFF the machine and disconnect the power cord.**
2. **Wait at least five seconds, reconnect the power cord and turn the power ON.**
   - If the problem has been resolved, the [Alarm] lamp will stop flashing.

● If the [Alarm] lamp still flashes even after you have turned the power ON again:

Contact the Canon Customer Care Center.

▶ LCD Messages

Below is a list of messages that are displayed on the LCD when a problem occurs. Check the cause of the error and take corrective actions according to the list.

Message	Cause	Action	Details
BLACK INK CHANGED?	The machine is asking whether you replaced the black ink tank.	If you replaced the black ink tank, press [◀]. If you did not, press [▶].	page 77
BLACK INK LOW	The ink level in the black ink tank is low.	Make sure you have a new black ink tank ready to replace the used one when ink runs out. If the machine stops printing when copying or photo printing, you can continue printing by pressing [Set]. However, note that ink may run out. If print quality deteriorates or the printout is blank, replace the ink tank.	page 77
CANNOT USE THIS CARD TURN OFF AND ON	You have inserted a damaged or incompatible memory card into the card slot.	Remove the memory card from the card slot, then turn the power OFF and ON again.	page 39
CARD READER BUSY	You tried to start photo printing when the card slot was in use by the computer.	Wait until the card slot is no longer being used by the computer.	—
CARTRIDGE JAMMED	The print head holder cannot move. This is normally due to a paper jam.	Clear the paper jam or whatever is obstructing the print head holder and then press [Set]. Do not attempt to move the print head holder manually.	page 92
CHECK PAPER SIZE	The size of the paper in the multi-purpose tray and that specified in the paper size setting are different.	Load the correct paper size or change the paper size setting. Then press [Set].	page 22
CHECK PRINTER	For some reason, the machine cannot operate.	Turn the machine OFF, then ON. If the problem is not resolved, contact the Canon Customer Care Center.	—
CLEAR PAPER JAM	There is a paper jam.	Clear the paper jam and reload paper in the multi-purpose tray. Press [Set].	page 92
COLOR INK CHANGED?	The machine is asking whether you replaced the color ink tank.	If you replaced the color ink tank, press [◀]. If you did not, press [▶].	page 77

Message	Cause	Action	Details
COLOR INK LOW	The ink level in the color ink tank is low.	Make sure you have a new color ink tank ready to replace the used one when ink runs out. If the machine stops printing when copying or photo printing, you can continue printing by pressing [Set]. However, note that ink may run out. If print quality deteriorates or the printout is blank, replace the ink tank.	page 78
COVER OPEN	You opened the scan unit during an operation.	Return the scan unit to its original position.	—
DATA IN MEMORY CANNOT TURN OFF	You are unable to turn the machine OFF with [ON/OFF] when documents are saved in memory.	The machine is performing an operation. Wait until the operation has finished, then turn OFF the machine.	—
FILE NOT READABLE	There is image data that has been edited on a computer or digital camera.	Check which photographs were not printed and try reprinting them from your computer.	page 70
INK TANK CHANGED?	You returned the scan unit to its original position.	If you replaced an ink tank, press [◀]. If you did not, press [▶].	page 78
INSERT PHOTO CARD	There is no memory card in the card slot.	If you want to photo print from a memory card, insert one (in a Compact Flash card adapter as necessary) into the card slot.	page 39
INVALID KEY/ SETTING	An invalid key was pressed or an invalid setting was selected.	Check the key you want to press or the setting you want to enter.	—
LOAD PAPER	The multi-purpose tray is empty.	Load paper in the multi-purpose tray. Make sure the stack is below the paper limit mark. Press [Set].	page 22
MACHINE IN USE CANNOT TURN OFF	You are unable to turn the machine OFF with [ON/OFF] because the machine is performing an operation.	The machine is performing an operation. Wait until the operation has finished, then turn OFF the machine.	—
MEMORY FULL	The machine's memory is full because you tried to copy too many pages at once or a very detailed document.	Divide the document and copy each part separately.	—
	The image data is too large to print from your machine.	Print the image data from your computer.	—

Message	Cause	Action	Details
NO FILES ON CARD	There are no available files on the memory card.	Make sure you have recorded images in the appropriate format on the memory card.	page 39
PROBLEM READING CARD REINSERT MEMORY CARD	The data on the memory card may be inaccessible.	Check the data on the memory card in your digital camera.	—
PROBLEM READING CARD TURN OFF AND ON	There is a problem with the card slot.	Try switching to another mode or turning the machine OFF and ON. If the message remains, contact the Canon Customer Care Center.	—
PUT IN CARTRIDGE	There is no print head installed in the machine.	Install the print head.	—
WAIT COOLING	During printing, the print head may have become too hot.	Allow the machine to cool down. The machine will resume printing when it has cooled down.	—
WASTE INK NEAR FULL	The waste ink tank (which holds the ink used for print head cleaning) is nearly full.	Contact the Canon Customer Care Center.	—
WRONG CARTRIDGE	The print head is not installed correctly.	Install the print head. If the message remains on the LCD, the print head may be defective. Contact the Canon Customer Care Center.	—

▶ Cannot Print Properly From A Digital Camera (MP370)

The following messages may be displayed on the digital camera or digital video camcorder when images are printed directly from them. Take the appropriate action to correct the error.

- Images can be printed directly from “PictBridge” and Canon “Bubble Jet Direct” compatible digital cameras and digital video camcorders connected to this machine.
- If the operation time or data transmission time is too long when the digital camera or digital video camcorder is connected to this machine, a communication time error may occur and no more images can be printed. If this error occurs, disconnect all connected cables, press [Stop/Reset], then reconnect the cables. The digital camera will automatically turn ON. If not, turn it ON.
- A low ink warning is not displayed on the digital camera or digital video camcorder.
- After replacing an ink tank, disconnect the digital camera from the machine and reset the ink counter. (See page 80)
- If the ink counter is not reset, the remaining ink level may not be displayed properly.
- For more details, refer to the user’s manual for the digital camera or digital video camcorder.

For a problem with the digital camera or digital video camcorder, contact the service center for the camera.

Error Message On Camera	Cause	Action
Printer in use	Images are being printed from the computer.	Wait until printing ends.
Printer warming up.	Printer is warming up for printing.	Wait until warm-up ends.
No paper	No paper is loaded.	Load the paper in the multi-purpose tray and press [Set].
Paper jam	A paper jam has occurred in the machine.	Remove the jammed paper, load new paper, and press [Set].
Printer cover open	The scan unit is open.	Return the scan unit to its original position.
No print head	• No print head is installed. • The print head is defective.	• Install a print head. • Contact the Canon Customer Care Center.
Waste tank full	The waste ink tank is nearly full.	Press [Stop/Reset] on the machine to recover from the error. Printing can continue for a little while. However, when the waste tank becomes full, printing will be disabled. Contact the Canon Customer Care Center as soon as possible.
Paper lever error	Incorrect position of the paper thickness lever.	Adjust the paper thickness lever to the left position (for plain paper).
Printer error	An error requiring servicing has occurred.	Turn OFF the machine, unplug the power cord from the power supply, plug the power cord back in after 15 seconds, and then turn ON the machine. If the same error occurs, contact the Canon Customer Care Center.

Chapter 12 Appendix

This section describes how to change the machine settings, and provides a description of each setting item.

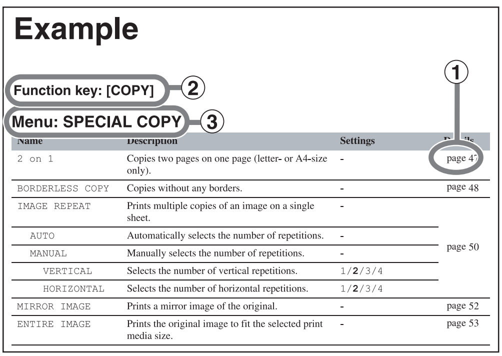
How To Change Settings, And Explanation Of Their Content

▶ Accessing The Machine Settings

Follow this procedure to change the settings of each mode:

1 **Refer to the function lists on the following pages to find the setting you want to change.**

2 **If there is a reference for the setting ①, refer to that page for details. If not, at the top of the list, confirm the function key ② and menu ③ under which the setting is located and the description of the setting.**



How to read the lists on the following pages

3 **Press [COPY], [PHOTO PRINT] (MP370) or [Additional Functions], depending on the function key ② under which the setting is located.**

● **If you press [COPY] or [PHOTO PRINT] (MP370):**

1. **Press [Menu] repeatedly until the menu ③ under which the setting is located appears.**
2. **Use [◀] or [▶] to select the setting you want to change.**
3. **Go to step 4.**

● **If you press [Additional Functions]:**

1. **Use [◀] or [▶] to select the menu ③ with the setting you want to change.**
2. **Go to step 4.**

4 Press [Set].

• If you have completed selecting the setting, go to step 6.

5 Scroll through and register settings by the following operations.

• Use [◀] or [▶] to scroll through settings.
• To register a setting or access sub-settings, press [Set].
To further access sub-settings, repeat this operation.
• If you select the wrong setting, press [Stop/Reset] and repeat the procedure from step 3.

6 When you have finished, press [Stop/Reset], if necessary.

NOTE
• The asterisk <*> on the LCD indicates the current setting.

Settings

To find the setting you want to change, see the following menu lists.

NOTE
• Default settings are shown in **bold** type.

Function key: [COPY]
Menu: ENLARGE/REDUCE

Name	Description	Settings	Details
PRESET RATIO	Makes enlarged or reduced copies at preset ratios.	25% MIN. 95% A4 → LTR **100%** 170% 5"×7" → LTR 212% 4"×6" → LTR 400% MAX.	page 28
ZOOM	Makes enlarged or reduced copies at ratios between 25% and 400%.	25% to 400%	page 29
FIT-TO-PAGE	Automatically reduces or enlarges an image to fit on the specified paper size.	-	page 30

Menu: PAPER SELECT

For details, see page 25.

Menu: DENSITY

For details, see page 28.

Menu: IMAGE QUALITY

For details, see page 27.

Menu: SPECIAL COPY

Name	Description	Settings	Details
2 on 1	Copies two pages on one page (letter- or A4-size only).	-	page 31
BORDERLESS COPY	Copies without any borders.	-	page 32
IMAGE REPEAT	Prints multiple copies of an image on a single sheet.	-	page 34
AUTO	Automatically selects the number of repetitions.	-	
MANUAL	Manually selects the number of repetitions.	-	
VERTICAL	Selects the number of vertical repetitions.	1/**2**/3/4	
HORIZONTAL	Selects the number of horizontal repetitions.	1/**2**/3/4	
MIRROR IMAGE	Prints a mirror image of the original.	-	page 36
ENTIRE IMAGE	Prints the original image to fit the selected paper size.	-	page 37

Function key: [PHOTO PRINT] (MP370)
Menu: PHOTO PRINT MODE (MP370)

Name	Description	Settings	Details
INDEX	Prints thumbnails of all the images stored on the memory card, assigning a number to each thumbnail.	-	page 52
SELECT PAPER SIZE	Selects the paper size for the index.	**LTR** 4"×6" 5"×7" A4	
SELECT PAPER TYPE	Selects the paper type for the index.	**PHOTO PAPER PRO** PLAIN PAPER* HIGH RES. PAPER* PHOTO PAPER PLUS GLOSSY* OTHER PHOTO PAPER	page 52
PRINT DATE	Enables/disables date printing.	ON **OFF**	
VIVID PHOTO	Enables/disables making colors, especially blues and greens, appear more vibrant.	ON **OFF**	

* Available only when <LTR> or <A4> is selected for the paper size.

Menu: ALL IMAGES

For details, see page 49.

Menu: SINGLE IMAGE

For details, see page 54.

Menu: SELECT RANGE

For details, see page 56.

Menu: DPOF

For details, see page 59.

Function key: [Additional Functions]
Menu: INK VOLUME

Name	Description	Settings	Details
LOW INK WARNING	Notifies you when ink in an ink tank is running low.	**ON** OFF	page 77
INK COUNT RESET	Resets the ink counter for the ink tanks.		page 80
BLACK INK CHANGED?	Resets the ink counter for the black ink tank.	YES = (◀) NO = (▶)	
COLOR INK CHANGED?	Resets the ink counter for the color ink tank.	YES = (◀) NO = (▶)	

Menu: MAINTENANCE

Name	Description	Settings	Details
NOZZLE CHECK	Prints the nozzle check pattern.	-	page 83
CLEANING	Performs normal print head cleaning.	-	page 85
HEAD REFRESHING	Performs deep print head cleaning.	-	page 85
ALIGN PRINT HEAD	Aligns the print head.	-	page 86
HORIZ. PATTERN	Prints the horizontal line patterns.	-	
CHANGE H VALUE	Aligns the print head when the pattern is not uniform.	A,B,C,D,E: -3 to +7 F,G,H,I,J,K: -5 to +5	
ROLLER CLEANING	Cleans the roller.	-	page 89
CALIBRATION	Adjusts the printed color tone. (color correction)	-	page 87

Menu: QUIET PRINTING

Name	Description	Settings	Details
-	Enables/disables quiet printing mode (reduces the noise when printing).	ON **OFF**	-

Menu: EXTENSION AMOUNT

Name	Description	Settings	Details
-	For borderless printing or copying, selects the amount of image that extends off the paper.	**SMALL** LARGE	page 42

Menu: CARD PROTECT

Name	Description	Settings	Details
-	Enables/disables overwriting memory card data in all modes except photo print mode.	**ON** OFF	*Software Guide*

Menu: DISPLAY LANGUAGE

Name	Description	Setting	Details
-	Selects the language for LCD messages.	**ENGLISH** FRENCH SPANISH PORTUGUESE	-

Menu: POWER SAVE TIMER

Name	Description	Setting	Details
-	Sets the time until Power Save mode is enabled.	**1 HOUR** 4 HOURS 8 HOURS	page 88

Settings For Paper Types

For Copying

Paper type displayed in LCD	Suitable paper types
PLAIN	Suitable for plain paper.
GLOSSY	Suitable for glossy photo paper and high gloss photo film.
HIGH RES.	Suitable for high resolution paper.
TRANS.	Suitable for transparencies.
PHOTO PRO	Suitable for photo paper pro.
PHOTO PLUS	Suitable for photo paper plus glossy.
OTHER	Suitable when using photo paper other than that described above (such as matte photo paper), or if you do not know the paper type.

NOTE

- In order to obtain optimal quality print results when copying photographs, use Canon-recommended Photo Paper Pro or Photo Paper Plus.

For Photo Printing (MP370)

Paper type displayed in LCD	Suitable paper types
PHOTO PAPER PRO	Suitable for photo paper pro.
PLAIN PAPER	Suitable for plain paper.
HIGH RES. PAPER	Suitable for high resolution paper.
PHOTO PAPER PLUS	Suitable for photo paper plus glossy.
GLOSSY	Suitable for glossy photo paper and high gloss photo film.
OTHER PHOTO PAPER	Suitable when using photo paper other than that described above (such as matte photo paper), or if you do not know the paper type.

NOTE

- In order to obtain optimal quality print results when printing photographs, use Canon-recommended Photo Paper Pro or Photo Paper Plus.

For Photo Index Sheet Printing (MP370)

IMPORTANT

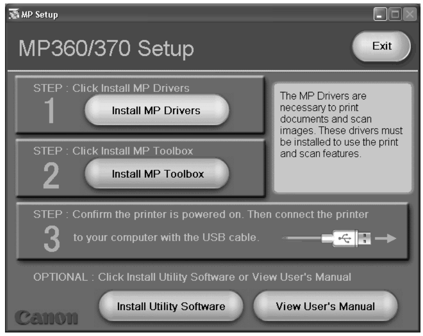
- **For printing a Photo Index Sheet, use only white plain paper. If you print a Photo Index Sheet on paper such as recycled paper that is not very white, it may not be read correctly by the machine.**

Paper type settings available	Suitable paper types
Plain Paper	Suitable for plain paper.
Photo Paper	Suitable for photo paper pro and photo paper plus.

Displaying Electronic Manuals Stored On The Setup CD-ROM

1 Insert the Setup CD-ROM into the disk drive.

- **The Setup screen is displayed.**
- If this screen is not displayed, on the Windows desktop, double-click [My Computer] (Windows XP: Click [Start], then click [My Computer]). Open the CD-ROM icon, then double-click [setup (setup.exe)].



IMPORTANT

- **The electronic manuals are included in PDF and HTML format on the Setup CD-ROM.**
- **To view the manuals in PDF format, Adobe Acrobat Reader must be installed. If you do not have Adobe Acrobat Reader installed, in the Setup screen, click [Install Utility Software] to install the software.**

2 In the Setup screen, click [View User's Manual].

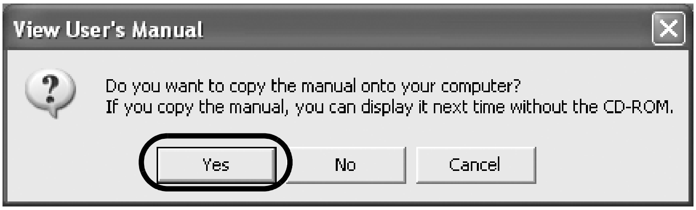
3 In the [View User's Manual] screen, click the button of the electronic manual you want to view.

- You can copy the electronic manuals, such as the *Software Guide* and *Photo Application Guide*, to your computer and display start-up icons for the respective manual on the Windows desktop.

NOTE

- To copy the manual, your computer must have 35 MB or more of available hard disk space.

● **Copying manual to your computer:**



1. Click [Yes].

- **The electronic manual will be displayed after it is copied onto your computer’s hard disk.**
- **As you copy them, a start-up icon for each manual will be placed on the Windows desktop.**

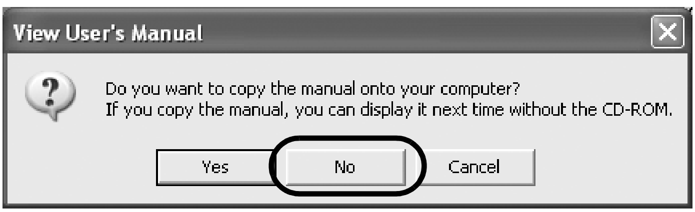


- Double-click the icon of the electronic manual you want to open.

NOTE

- Go to the following folder if you want to delete the copied manual.
  \Program Files\Canon\MP Drivers\MP390360

● **Not copying manual to your computer:**



1. Click [No].

- **The electronic manual will be displayed without being copied onto your computer's hard disk.**

About The Software Guide

The *Software Guide* is a PDF file included on the Setup CD-ROM. This guide contains the following information:

- **Chapter 1, Installing**
  –System requirements and software
  –Installing the software
  –Checking installation
  –Reading from or writing to a memory card
  –Setting the default printer
  –Removing and Reinstalling the software
- **Chapter 2, Printing**
  –Printing documents
  –Changing print settings (Opening the settings dialog box)
  –Setting the paper type and print quality/[Main] tab
  –Setting page size and number of copies/ [Page Setup] tab
  –Selecting a stamp/[Stamp/Background] tab
  –Selecting a background/[Stamp/Background] tab
  –Setting special effects/[Effects] tab
  –Saving settings as a print profile/[Profiles] tab
  –Cleaning and printer settings/[Maintenance] tab
  –Checking the status of the machine with the BJ Status Monitor
  –Sharing the printer and using it on a network
- **Chapter 3, Scanning**
  –Scanning with the Operation Panel
  –Scanning with the MP Toolbox
  –MP Toolbox settings
  –Scanning an image from an application
  –Creating one PDF file from two or more pages
  –Scanning two or more small documents at one time
  –Setting preferences and scanning with ScanGear MP
  –Scanning with the WIA driver (Windows XP only)
- **Troubleshooting**
- **Glossary**
- **Index**

About The Photo Application Guide

The *Photo Application Guide,* an HTML file included on the Setup CD-ROM, describes the utility software and how to use each software. On the first screen that appears when the *Photo Application Guide* starts, clicking the title or introduction of each application displays the screen describing the corresponding application. On this screen, click respective items to display detailed explanations of the functions, illustrations of the setup sheets, or explanations of the setting procedure.

▶ PC Using The Online Help

When printing a document from a computer, you can use the online Help provided on the Properties dialog box of the application used to print the document. The online Help displays descriptions of the setting items of the Properties dialog box.
To display the online Help, click [Help] at the lower right corner of the dialog box. In the [Help] dialog box, click the item you want to check. The detailed explanation of the item is displayed.
Also, clicking the [?] button at the upper right corner of the Properties dialog box and then clicking the item you want to check displays the detailed explanation of the item.

▶ PC Using The Utility Software

Included on the Setup CD-ROM are utility software.
To install the utility software, on the Setup screen, click [Install Utility Software].
Software included on the Setup CD-ROM:

- **Easy-PhotoPrint/Easy-PhotoPrint Plus***
  Easy-PhotoPrint is an application that enables you to print an image in your digital camera only by selecting the image and paper type. Easy-PhotoPrint also enables you to perform simple image modification such as rotating and trimming an image.
- **Easy-WebPrint**
  Easy-WebPrint is a plug-in program for Microsoft Internet Explorer (version 5.5, version 6.0 recommended) that enables you to print a whole web page without complicated settings. Easy-Web Print also enables you to automatically layout some columns in a specified paper type for printing.
- **ScanSoft OmniPage SE**
  ScanSoft OmniPage SE is an application that converts PDF and paper documents– letters, contracts, tables, manuals– using OCR technology, into editable word processing and spreadsheet documents.
- **ArcSoft PhotoStudio**
  ArcSoft PhotoStudio is an image processing application that imports images from a scanner and digital camera, and enables you to enhance them in various ways, blend them together, convert their data format, or add them to an album.
- **Adobe Acrobat Reader**
  Adobe Acrobat Reader enables you to read Portable Document Format (PDF) files.

*U.S.A. only

▶ Safety Information

Please read the safety warnings and cautions provided in this guide to ensure that you use your machine safely. Do not attempt to use the machine in any way not described in this guide.

⚠ WARNING

You may cause an electric shock/fire or damage the machine if you ignore any of these safety precautions.

- **Location**

Do not place the machine close to flammable solvents such as alcohol or thinners. If flammable substances come into contact with electrical parts inside the machine, it may result in fire or electrical shock.

- **Power supply**

Never attempt to plug or unplug the machine from the power supply when your hands are wet. This may result in electrical shock.
Always push the plug all the way into the power outlet. If the prongs of the power plug come into contact with metal objects, it may result in fire or electrical shock.
Never damage, modify, stretch or excessively bend or twist the power cord. Do not place heavy objects on the power cord. These actions may cause electrical damage and result in fire or electrical shock.
Never plug the machine into a power socket that is shared with other equipment (extension lead/cord, 2- or 3-way adapter, etc.). This may result in fire or electrical shock.
Plug the machine into a standard 120V AC, 60 Hz, two-prong grounded outlet. Operate the machine only from the type of power source indicated on the machine's label or a fire, electrical shock, or malfunction may occur. If you are unsure of the type of power available, consult your local power company.
Do not allow the power cord to be near objects that emit heat. The outer cover of the power cord may melt resulting in fire or electrical shock.
Never use the machine if the power cord is bundled or knotted. Knots in the cord may result in fire or electrical shock.
If you detect smoke, unusual smells or strange noises around the machine, immediately unplug the machine at the power supply and contact the Canon Customer Care Center at 757-413-2848. Using the machine in such conditions may result in fire or electrical shock.
Periodically, unplug the machine and use a dry cloth to wipe off any dust or dirt collected on the plug and the power outlet. If the machine is placed at a location exposed to a lot of dust, smoke, or high humidity, the dust collected on the plug absorbs moisture and may cause insulation failure and fire.

● **Maintenance**

Do not service the machine yourself except as specifically described in this guide. If further servicing is required, contact the Canon Customer Care Center at 757-413-2848.
When storing the machine, choose a location where the machine is not exposed to dust. Dust accumulation may prevent the machine from operating properly.
Use a damp cloth to clean the machine. Never use flammable solvents such as alcohol, benzene or thinners. If flammable solvents come in contact with electrical components inside the machine, it could cause a fire or electrical shock.
Always turn OFF the power and unplug the machine from the power outlet before cleaning the machine. If you accidentally switch the machine ON while cleaning it, it may result in injury or damage the machine.

● **Handling**

Do not attempt to disassemble or modify the machine. There are no user serviceable parts inside the machine. The machine contains high-voltage components. Never attempt any maintenance procedure not described in this guide. Incorrect maintenance procedures may damage the machine, or cause a fire or electrical shock.
Do not drop paper clips, staples, or other metal objects inside the machine. Also do not spill water, liquid, or flammable substances inside the machine. If these items come into contact with high-voltage parts inside the machine, it may result in fire or electrical shock. If these items are dropped or spilled in the machine, turn OFF the power and unplug the power cord immediately with dry hands. Then contact the Canon Customer Care Center at 757-413-2848.
Do not use flammable sprays near the machine. This could cause a fire or electrical shock if the spray comes into contact with electrical components inside the machine.
There are high-voltage components inside the machine. If you are looking inside the machine to clear paper jams etc., do not allow metal objects such as jewelry to come into contact with the inside of the machine. Contact may result in burns or electrical shock.

● **Others**

This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.
When setting the machine near electric products with fluorescent lighting, separate the machine at least 5 7/8 inches (15 cm) from electric products equipped with fluorescent lighting. If you place it near to them, the machine may malfunction as a result of the noise emitted by the fluorescent lighting.
When turning the power OFF, be sure to press [ON/OFF] and confirm that the [Alarm] lamp has shut off. If you pull the power plug out of the wall outlet while the [Alarm] lamp is lit or flashing, the print head is not protected, and you may not be able to print later.

⚠ CAUTION

You may cause injury or damage the machine if you ignore any of these safety precautions.

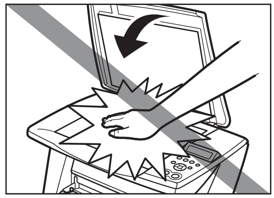
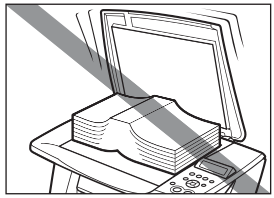
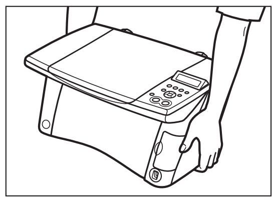
- **Location**

Do not place the following objects on top of the machine. If such objects come into contact with internal electrical components, the machine may short-circuit, resulting in fire or electrical shock. – Metal objects such as jewelry and watches – Containers of water or other liquids such as glasses, vases, or pot plants If water does spill inside the machine, turn OFF the power immediately by pressing the [ON/OFF] key, and disconnect the power cord. Then, contact the Canon Customer Care Center at 757-413-2848.
Do not block or cover the ventilation port or any openings on the machine with objects, as it may cause the inside of machine to overheat and cause a fire.
Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight. If the machine topples over, it may result in injury. (For the weight of the machine, see the Appendix.)
Do not use or store the machine outdoors.
Do not install the machine near devices that contain magnets or generate magnetic fields, such as speakers.
To ensure proper ventilation, make sure the machine is approximately 4 inches (10 cm) away from walls and other equipment.
Do not install the machine in a location that is very humid or dusty, in direct sunlight, outdoors, or close to a heating source. Installing in such a location may result in fire or electrical shock. To avoid the risk of fire or electrical shocks, install the machine in a location with an ambient temperature range of 59°F to 81.5°F (15°C to 27.5°C) and humidity of 20% to 80% (condensation free).
Do not place the machine on a thick rug or carpet. If fibers or dust come inside the machine, it could cause a fire.

● **Power supply**

Never remove the plug by pulling on the cord. Pulling on the power cord may damage the cord and cause a fire or electrical shock.
When turning OFF the power, be sure to press [ON/OFF] or unplug the machine. However, if the machine is unplugged during printing, the print head is not protected with the cap that prevents the ink from drying. This may affect the print quality of the machine when printing later.
During electrical storms, turn OFF the power and disconnect the power cord from the power outlet.
Do not use an extension cord as this may result in fire or electrical shock.
Ensure that the area around the power outlet is kept clear at all times so you can easily unplug the power cord if necessary. Otherwise you will be unable to disconnect the power plug in case of an emergency, and it may result in fire or electrical shock.
Never use a power supply source other than the one rated for the machine in the country where you purchased the machine as it may result in fire or electrical shock. The operating requirement of this machine is as follows: 120V AC, 60 Hz
Do not plug the machine into the same circuit as appliances such as an air conditioner, television, or copier. These devices generate electrical noise which may interfere with your machine's operation.
Whenever you turn OFF the power and unplug the machine, wait at least five seconds before you plug it in again.
Use only the power cord that came with the machine. Using a different power cord may cause electric leakage or damage to the machine.
Turn OFF the power and unplug the machine in the following conditions: • When the power cord or plug is damaged or frayed. • If liquid has spilled into the machine. • If the machine has been exposed to rain or water. • If the machine does not operate normally when you have followed the instructions in the guides included with your machine. • If the machine does not operate normally when you have followed the instructions provided in Chapter 11, "Troubleshooting." • If the machine has been dropped or damaged. • If the machine exhibits a distinct change in performance, indicating a need for servicing.
Turn OFF the power and disconnect the power cord if the machine will not be used for a long period such as during holidays.

● **Handling**

Close the document cover gently to avoid catching your hand. Failing to do so may result in personal injury.	
Do not press down hard on the document cover when using the platen glass to scan thick books. This may damage the platen glass and document cover and/or result in personal injury.	
Do not touch the high-voltage electrical parts as this may result in electrical shock.	
Do not place heavy objects on top of the machine as these may topple over and result in injury.	
When removing paper jammed in the machine, be careful not to get ink on your hands or clothing. If ink gets on your hands or clothing, wash them soon in running water. If you use hot water, the ink may adhere and become difficult to remove.	
After printing, do not touch the electrical contacts of the print head. They will be hot and may result in burns or electrical shock.	
Do not subject the machine to strong physical shock or vibration. This can damage the machine's components.	
Before moving the machine, turn OFF the power and unplug the machine.	
When moving the machine, carry the machine at both ends.	
A distinct change in performance may indicate a need for servicing.	
Do not insert your hands into the machine while it is printing. Parts inside the machine are moving and this may result in injury.	
Do not turn the machine upside down. Ink may leak out and stain clothing or the surrounding area.	
Adjust only those controls that are covered by the instructions in the guides since improper adjustment of other controls may result in damage and require extensive repair by a qualified technician to restore the product to normal operation.	

- **Print head/Ink tanks**

For safety reasons, store print heads and ink tanks out of the reach of small children. If a child ingests any ink, consult a doctor immediately.
Do not shake print heads or ink tanks. Ink may leak out and stain clothing or the surrounding area.
Never touch the print head.

▶ Legal Limitations On Use Of Your Product And Use Of Images

It may be unlawful to make copies of, scan, print or use reproductions of the following documents. The list provided is non-exhaustive. When in doubt, check with a legal representative in your jurisdiction.

- Paper money
- Money orders
- Certificates of deposit
- Postage stamps (canceled or uncanceled)
- Identifying badges or insignias
- Selective service or draft papers
- Checks or drafts issued by governmental agencies
- Motor vehicle licenses and certificates of title
- Traveler's checks
- Food stamps
- Passports
- Immigration papers
- Internal revenue stamps (canceled or uncanceled)
- Bonds or other certificates of indebtedness
- Stock certificates
- Copyrighted works/works of art without permission of copyright owner

▶ Users In The U.S.A.

FCC Notice

MP370: H12406
MP360: H12405

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following conditions:
This device may not cause harmful interference, and this device must accept an interference received, including interference that may cause undesired operation.

NOTE

- This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment OFF and ON, the user is encouraged to try to correct the interference by one or more of the following measures:
  – Reorient or relocate the receiving antenna.
  – Increase the separation between the equipment and receiver.
  – Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
  – Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of the FCC Rules.

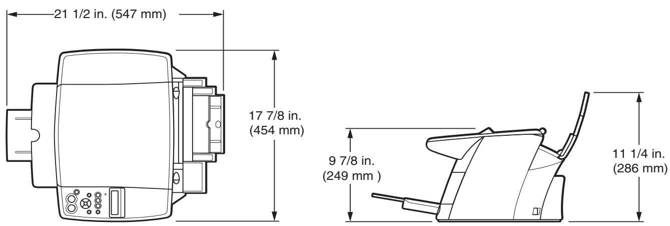
Do not make any changes or modifications to the equipment unless otherwise specified in this guide. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A., Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No.(516) 328-5600

Specifications

General Specifications

Power source	120V/60 Hz
Power consumption	• Maximum: Approx. 47.0 W • Standby: Approx. 14.5 W (MP370) Approx. 14.0 W (MP360)
Weight (Components attached)	Approx. 18.5 lb./8.4 kg
Dimensions	• 17 7/8 in. (W) × 14 1/8 in. (D) × 9 7/8 in. (H) (454 mm (W) × 358 mm (D) × 249 mm (H)) *With the multi-purpose tray and the paper output tray closed • 17 7/8 in. (W) × 21 1/2 in. (D) × 11 1/4 in. (H) (454 mm (W) × 547 mm (D) × 286 mm (H)) *With the multi-purpose tray, the paper output tray, and both tray extensions opened



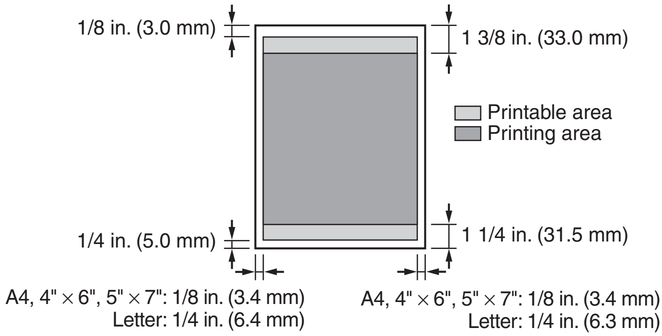
Environmental conditions	• Temperature: 59ºF– 81.5ºF (15ºC– 27.5ºC) • Humidity: 20%– 80%
Liquid Crystal Display (LCD)	20 × 2
Display languages	English/French/Spanish/Portuguese
Applicable standards	• Electrical safety: UL 1950, C-UL • Radiation: FCC Part 15 Class B, IC • Other: FCC Part 68, IC, Energy Star compliant
Multi-purpose tray capacity	• Plain paper: approx. 100 sheets (20 lb. or 64 g/m^2) or 3/8 in. (10 mm) thick paper stack * For other paper types, see page 15.

Printable areas

Note on printing area illustrations:

Printing area: (dark shade)	Canon recommends that you print within this area.
Printable area: (light shade)	The area where it is possible to print. However, printing in this area can adversely affect print quality or paper feed precision.

- **Paper printable areas:**
  Letter size: 8.0 in. × 10 3/4 in. (203.2 mm × 271.4 mm)
  A4 size: 8.0 in. × 11 3/8 in. (203. 2 mm × 289 mm)
  4" × 6" size: 3 3/4 in. × 5 3/4 in. (94.8 mm × 144.4 mm)
  5" × 7" size: 4 3/4 in. × 6 3/4 in. (120.2 mm × 169.8 mm)

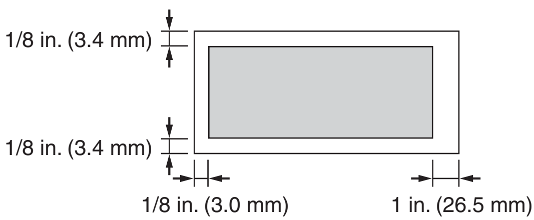


NOTE

- Borderless printing enables you to make prints with no margins. However, it may result in a decrease in print quality of the top and bottom paper edges.

- **Photo Paper Pro printable area:**
  Photo Paper Pro: 4 3/8 in. × 6 3/8 in. (109.6 mm × 160.4 mm)

- **Envelope printable areas:**
  US COM 10: 8 3/8 in. × 3 7/8 in. (211.5 mm × 98.2 mm)
  European DL: 7 1/2 in. × 4 1/8 in. (190.5 mm × 103.2 mm)



System Requirements

See page 64.

Ink Specifications

Ink tank colors/capacity	• Black (BCI-24 Black): approx. 300*, approx. 580** • Color (BCI-24 Color): approx. 160**

* 1500 characters per page, normal text, at standard and plain paper mode with Windows XP printer driver.

** Based on printing the ISO JIS-SCID No. 5 pattern at standard and plain paper mode with Windows XP printer driver.

Copy Specifications

Copy speed	• Black & white: <FAST> mode approx. 18 pages/minute (letter size) • Color: <FAST> mode approx. 12 pages/minute (letter size) (Based on BJ printer specific speed test pattern.)
No. of copies	• Maximum 99 copies
Density adjustment	• 9 levels
Zoom	• 25% to 400%

Photo Print Specifications (MP 370)

Interface	• Card slots • USB port
Paper	• Plain paper • Photo Paper Pro
Layout	• Plain paper: Letter/A4: With/without borders, index (max. 70 images) • Photo Paper Pro: Letter/A4: With/without borders, index (max. 70 images) Card: With/without borders, index (max. 15 images)
Features	• Date printing • Vivid photo printing • DPOF function-compatible (Index printing, specified quantity, specified images, date printing, image number printing) • Digital camera direct printing • Photo Index Sheet printing • Borderless printing

Print Specifications

Printing method	Bubble jet on-demand
Paper handling	Automatic feed
Paper weight and max. load capacity	• Plain paper: approx. 100 sheets (17 lb. or 64 g/m^2) or 3/8 in. (10 mm) thick paper stack * For other paper types, see page 15.
Recommended paper	See page 15.
Print speed	• Black & white: Fast: 18 pages/minute Standard: 11.8 pages/minute • Color: Fast: 12 pages/minute Standard: 4.9 pages/minute (Based on BJ printer specific speed test pattern.)
Maximum print width	8 in. (203.2 mm)
Resolution	4800 (horizontal) dpi × 1200 (vertical) dpi

Scan Specifications

Compatibility	TWAIN / WIA (Windows XP)
Scanning speed	• Black & white text/grayscale (300 dpi): Min. 5.8 seconds/page (letter size)* • Color (150 dpi): Min. 17.4 seconds/page (letter size)*
Effective scanning width	8 1/2 in. (214 mm)
Scanning resolution	• 1200 dpi × 2400 dpi optical • 9600 dpi enhanced
Scanning image processing	• Halftones: 256 levels of gray • Color: 16,777,216 colors

* Does not include the time sending the image to the computer.

Specifications subject to change without notice.

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